



Minutes

Safety Education & Instruction Council (SEIC) Meeting

Friday, February 5, 2016

Inn at the Old Silk Mill, 1707 Princess Anne Street, Fredericksburg, Virginia 22401

In attendance were

SEIC Members: Mike Aronoff, John Browning, Peter Casson, Rusty Cooper, Sam Fowlkes, Josh Hall, Steve Hutton, Trey Knight, Jeff Liebel, Laura Liebel, Adam Masters, Becky Molina, Joe Moore, Robin Pope, Beth Weigandt

Liaisons: Keith Christopher, BSA (on phone); Don Goff (USCG Auxiliary)

Office Staff: Kelsey Bracewell, Chris Stec

Guest: Ed Schiller

The meeting was called to order at 8:39 a.m. by Chair Steve Hutton. He welcomed everyone and asked attendees to introduce themselves and mention any conflicts of interest.

A quorum was established, with 15 voting members present.

Secretary Becky Molina formally presented the minutes from the October 2015 meeting. Mike moved that minutes be accepted as written. John seconded the motion. 13 voted for approval, there were no objections and 2 abstentions.

The **SEI Department Report** followed.

Kelsey presented “What’s new in Safety Education and Instruction.”

- The 2016 National Paddlesports Conference is in Sausalito, CA November 11-13, 2016. The next SEIC meeting will also be there.
- Kelsey recapped the new IT process.
 - 14 new IT candidates (ITCs) have initiated process. 4 of those are proceeding; the others either aren’t qualified to start the process, or are not current on dues and/or First Aid and CPR certification.
 - Kelsey related anecdotes from these first few candidates that will save time and effort for both the ITC and the Standards Committee in the end.
 - There were questions about how the mentoring ITE will know that an ITC is ready to begin the process. Kelsey explained that notification should happen as part of the initial application (which must be accompanied by an ITE support letter).
 - The application process is designed to help SEI staff filter out unready candidates.
 - Chris pointed out that some ITCs began the process in 2015 and will finish in 2016.
 - Becky wondered if ITEs have been adequately informed of the new process.

- Kelsey reported on the new paddlesport book series.
 - This discipline-specific project is just now getting rolling, with team members being listed and outlines due March 31.
 - Kelsey is quite excited about the project, and she invited SEIC and Discipline Committee members to join book teams.
 - Each published booklet will be 30-40 pages long with original professional photos.
- Chris reported on three ACA USCG grants:
 - A joint BSA/ACA video project is now complete, and the grant is ending. The video is being put into high-definition. 15,000 copies will be disseminated, including some to ACA instructors.
 - In another project, a USCG grant is funding delivery of 18 skills courses to students in underserved areas. TJ Turner from the SEI staff is administering those programs.
 - Three 12-episode series instructional videos, each 1-2 minutes in length, are being produced for web TV by Heliconia Press.
 - The next USCG grant cycle begins in March. The ACA will submit 4-5 grant applications, instead of the 1-2 usually submitted. Receiving these grants would likely increase SEI staff.
- Chris also reported on the ACA role in AuxPAD, the US Coast Guard Auxiliary Paddle Craft Program. (www.americancanoe.org/AUXPAD) At a national training session in St. Louis, Chris spoke about next challenges.
 - The USCG directive states that auxiliaries who deliver the program need an ACA skills assessment or instructor certification. So they will be contacting instructors and ITs for training.
 - Chris explained what might happen when auxiliaries don't pass a course.
 - Most don't even have boats.
 - ACA instructors need to see it as an opportunity to teach skills courses before assessments.
 - Chris thanked Don Goff, USCG Auxiliary ACA liaison, for his efforts.
- Catharine Lloyd, from ACA Communications Department, has been formatting and disseminating the PADDLE e-magazine, which replaced the Journal of Paddlesport Education (JPE). PADDLE has been well-received.
- The ACA Paddle Ready mobile app has been enhanced. There is a placard in today's meeting folder that explains the changes. Instructors can report courses from the app.
- 2015 successes include the Swiftwater Rescue Conference and ACA IT Conference, both in October. The SWR Conference was originally launched with ACA seed money; in 2013 and 2015 combined it made approximately \$3400. SWR uses funds for future conference and other projects. It is a great model that works.
- SEIC Department statistics were reported:
 - An audit counted 4469 instructors with paid dues at the end of December. There are 7116 individual instructors total, and 9284 total certs. So, many have not paid dues, and many hold more than one cert.
 - Robin asked if we can contact the non-paid instructors to ask why they haven't paid.
 - Kelsey said we should think about how to write that message.
 - Peter asked how long have they been expired? Kelsey: 4 years or less, mostly 1-2 years.
 - John asked if there is a way to see if they are 30 days or less from expiration.
 - Rusty asked if we can we ask new instructors to pay 4 years membership and SEIC dues up front. Chris replied that option has been discussed; it affects cash flow, which is an SEI discussion.
 - Joe suggested that we use Survey Monkey or similar platform to ask why people aren't paying.
 - In 2015 there were 179 ITs, 52 ITEs, 231 total. 214 of those have paid dues.
 - Mike asked what is total ACA membership? Chris: 28,000-32,000 includes event members, according to fiscal year. Full members (not including event members) 15,000. Dues-paying instructors are 4469.
 - A copy of Kelsey's report was provided in the meeting folder.
 - The 2015 audit also found 1837 instructors expiring in 2015, including 71 IT/ITEs. 170 extensions were requested. 460 instructor certifications were renewed. 2120 certifications are expiring in 2016.
 - Of the 2015 ITE renewals, 20% have not sent in renewal documents. Kelsey has contacted them at least 8 times. Of ITs who expired in 2015, 33 were renewed, 33 were granted extensions, 12 lost IT certification.
 - Kelsey said many ITs don't keep course evaluations required to send in with their 4-year renewal.

- Mike said sometimes when team teaching that step (copying forms) is forgotten.
- Sam pointed out that in certain disciplines there aren't enough instructor candidates to reach required minimums for certification courses, especially given an increasing number of ITs.
- Kelsey gave statistics on 2015 course reporting and certifications:
 - 8725 certification course teaching credits processed, an increase of 300 from 2014.
 - 2641 instructor certifications were issued, a number that is growing each year.
 - 2015 produced 31 new ITs and 5 new ITEs. Kelsey showed a list of their names.
- Fun Facts
 - Most new certifications: L1 K, L2 EKT, L1 SUP, L1 IC, L4 WWK
 - Most popular certification courses: L4 WWK, L2 ESUP, L2 EKT, L1 IK, L1 IC, L1 SUP.
 - Kelsey displayed a list of the 14 most active IT/ITEs for 2015
 - International courses were 9% of total reporting in 2015. There are 600 overseas instructors.
 - Mike asked about the status of 2015 IT/ITE renewals. Steve replied that the Standards Committee was still working on them. Robin added that some are easy, while some take more time.

Liaison Reports

- **BSA liaison Keith Christopher** gave a report via phone.
 - A joint BSA/ACA project produced a moving water safety video. The final edit of this DVD is awaiting Coast Guard approval. Then copies will be made, and the ACA office will distribute the DVDs.
 - The new BSA Sea Scout manual will have a paddlesport portion, hopefully available in March.
 - In response to a question, Chris mentioned that on the Youth Development page of the ACA web site, there is a link to the BSA.
 - A new BSA Sea Scouts website will launch March 3. Those interested can review at Seascoutbeta.org
 - Merit badge support from the ACA has been helpful.
 - BSA has designed a 4-week paddlesport feature designed for Scout groups doing a paddling unit.
 - Keith thanked the ACA for cooperation and support.

- **USCG Auxiliary liaison Don Goff** gave a report.
 - The USCG Auxiliary has made great strides in paddlesport safety.
 - The Auxiliary has about 30,000 members, 1/3 of whom are active volunteers.
 - However, most are aging white guys from powerboat community. Pushback from older membership about paddling almost killed national program.
 - Coast Guard statistics on paddlesport fatalities are going up, while total boat fatalities are in decline. Nearly all paddlesport fatalities are caused by errors in judgment, preventable with knowledge.
 - So the Coast Guard wants a general education program. AUXPAD will launch in the spring of 2016. The Auxiliary has always conducted shore side education; now for the first time there's an underway program. This scares the CG because they don't have an operations manual for paddle craft. The skills portion was outsourced to the ACA because it is peer reviewed and has standards. This will protect auxiliarists.
 - AUXPAD has 2 tiers of training for auxiliarists: a recreational boating safety (not operational) component and an on-water training piece.
 - The USCG has 13 districts; each needs to have 2 AUXPAD Qualifiers (AQs), the person who tests and verifies the skills of a paddler within the program. Paddlers must be ACA L-2 qualified either in coastal (touring) or sit on top. AQs must be L-2 Instructor qualified in both touring kayak and sit on top. AQs administer both an oral and an underway test.
 - So far there are 6 AQs. People ask how much \$? Depends on skill level, which may need to be developed. CG Aux trying to move forward with all deliberate speed. Identifying a center of excellence on each coast where folks can go. Waiting on funding. Discretionary depending on district.

- Currently at baby step phase. Will take another 1-2 years to get it up and running. Most interested are younger auxiliaries. Need to hit districts where drownings are taking place.
- John asked if, in addition to training centers on each coast, the Great Lakes region should be considered.
- Don replied that is a possibility. The Auxiliary is active in the Mississippi drainage.

Instruction Committee Report was given by Rusty Cooper.

- Division Instruction Facilitators (DIF) Reports
 - Only one DIF report was received, from Europe. It is in the meeting packet.
- The DIF workgroup has been discussing the efficacy of DIF program.
 - One option is to revitalize the DIF program. Is that what we want to do?
 - Chris discussed merging the current system with state director system.
 - A third option is to shift from the necessity of instructional representation in districts to more general support—by asking general membership to represent not just ITs and ITEs.
 - Option 4 (or part of Option 3?): abolish the Instruction Committee in general?
 - Chris reported that the State Director program is working better in some states than in others. On top of that inconsistency, State Directors have leeway to choose their focus: stewardship, education, competition, recreation. The national office can't tell states to focus on instruction, at least not now while State Director program is in its relative infancy. Maybe in 2 years. Chris believes it premature to delete DIF program from By Laws now.
 - Mike pointed out that the DIF was supposed to coordinate instruction in each division by liaising with instructors and ITs. Maybe that function isn't needed? What takes the place of that?
 - Rusty suggested that the DIF system has become relatively obsolete due to Internet and social media coordination. Maybe consider merging Instructional Committee with Discipline Committees?
 - Mike said someone needs to interact with clubs and do presentations.
 - Becky said that for instructors in Florida, a North Carolina DIF is not very helpful (Dixie Division).
 - Sam asked what if there were a liaison between state directors and instructional representatives?
 - Chris replied that would be hard to put into By Laws.
 - Sam added that paddling clubs are on the decline, at least in terms of instruction.
 - Becky asked if state directors are deliberately connected to any instructional presence in their state.
 - Chris replied yes, they are trained, but most of them are not instructors. They are average ACA members who don't always understand what an IT does. The national office staff answers basic questions over and over. Chris mentioned the Louisiana State Director as an example: he cares a lot about cleaning up rivers and not much about instruction.
 - Steve suggested that DIFs may still be needed. State Director responsibilities include connecting paddlers to opportunities in state, which includes education and instructional opportunities.
 - Chris added: the ACA mobile app is better at finding an instructor than a DIF or a phone call would be.
 - Steve said that this issue is related to the discussion of By Laws revision, upcoming on the agenda.
 - Jeff described the Upstate NY Division as an example: paddling club activity there has waned due to changes marketing methods. Historically the ACA was a club-driven organization, and the original purpose for the DIF was to promote the ACA and its instruction to the clubs. The current DIF program is a solution in search of a problem that no longer exists.
 - Chris believes it is time to delete DIF program from the SEIC Bylaws.

Discipline Committee Reports:

- The Introduction to Paddling Committee has a report in the pre-meeting packet, and a proposal pending in New Business.

- The Touring Canoe Committee submitted a written report. Jeff highlighted the committee's upcoming strategic retreat, with 17 people expected to attend. They will review a study consisting of interviews from canoeists outside of freestyle community and their views of touring canoeing.
- River Canoe Committee submitted a written report. Highlights include
 - The River Trip Leader initiative tanked and died. A 2-tiered (River and Touring) Trip Leader program will be considered in the future.
 - A survey for instructors, ITs, and ITEs re curriculum needs and public needs is in the works.
 - Committee has been focusing on the new Paddlesport Facilitator program mostly.
- River Kayak Committee submitted a written report and has nothing to add.
- Coastal Kayak Committee submitted a written report. John added
 - Committee membership changes: The Secretary resigned, and there are additional vacancies in voting membership, which has decreased to 11 voting members.
 - An Instructor Update outline is on the back burner, with target completion by the SEIC fall meeting.
 - A modular navigation course is under development, consisting of 2-hour segments.
 - A Surf Ski course is also being developed by Sean Morley.
 - Sean is also working on a Sea Caves and Rock Gardens course.
 - Ben Lawry has drafted a Kayak Fishing course outline in cooperation with kayak fishing industry professionals.
 - John has been sending out news bimonthly to all L3-5 Coastal Kayak Instructors, ITs, and ITEs.
 - The implementation plan for the Trip Leader course has some pilots scheduled.
- Surf Kayak Committee does not have a report nor a representative present.
- Stand Up Paddleboarding Committee report was given by Trey.
 - In committee elections, 3 of 4 officers rotated off. Rafael Kuner is now an officer, plus two instructors from California and Indiana. Josh Hall remained on the Committee.
 - Upcoming endeavors include a L3 Coastal SUP course outline, a SUP Trip Leader program, a review of surf and whitewater programs, and work on SUP discipline books for the ACA.
- Rafting Committee does not have a report nor a representative present.
- Adaptive Paddling Committee report was given by Joe. He described two ACA grants; both will be managed by Adaptive Expeditions.
 - The Craig H. Neilsen Foundation has granted \$123,460 to a partnership effort between ACA and USACK. 6 clubs have been chosen as beneficiaries. Each club will have an Adaptive Paddling Workshop; these have all been scheduled and staffed. The grant will also purchase adaptive equipment to better enable those clubs to work with paddlers with spinal cord injuries.
 - The US Department of Veterans Affairs has granted approximately \$150,000 to 2 beneficiary clubs in Quantico, VA and at Lake Lanier. The grant will provide ACA skills courses and adaptive equipment for 20 veterans with disabilities classifiable for Paralympic participation.
- The Safety and Rescue Committee submitted a written report. Sam highlighted some points:
 - The committee has a great group of professionals on it.
 - They are looking at Idaho for conference potential.
 - The committee is developing a Creeking course.
 - They are evaluating new rescue platforms including prone kayaks and SUPs.
 - Sam mentioned *NOLS River Rescue Guide* by Nate Ostis as a National Outdoor Book Award winner.
 - Courses are being developed for the National Fire Protection Association.
- Prone Paddling Committee: Adam gave a report.
 - Robin and Adam started the committee for this developing discipline.
 - Course reporting will start in March. Adam has already taught some. Has IT application in.
 - Joe Moore will help roll out first certification course, with initial ITs Robin and Adam. NOC is partnering with the ACA Prone Paddling efforts.

- Robin will help integrate prone paddling information into the new SWR discipline book, and Joe will assist with adaptive portions of the Prone Paddling discipline book.

Standards Committee Report is in the meeting packet. Steve highlighted the following:

- The Standards Committee is bogged down at the moment with ITE renewals. 10 of 18 ITEs whose certification expired in 2015 submitted renewal documents. There is concern about losing SEIC “brain trust.”
- Mike asked about an ITE emeritus status. Steve will draft something for the next meeting.
- Steve continued: the applications that we do have are problematic, and we need to get message out about the importance of IT/ITE administrative skills. Steve and Robin led a session discussing this at the IT conference. Is the solution to create more rules and policies? Or just to follow the ones we have?
- Beth reviewed the 6 IT/ITE renewals in the River Canoe discipline, and only 1 is ready to be renewed.
- Joe asked if we should send incomplete paperwork back to the originator.
- Kelsey and Beth replied that poor paperwork is not the only thing causing difficulty; some IT/ITEs just didn’t fulfill teaching and reporting requirements, or maintain necessary forms after a course.
- John noted that some instructor candidate evaluations are just one sentence.
- Steve added that there are also good things happening in the Standards Committee and the SEIC in general.

Nominations Committee Report was given by Robin, who described upcoming SEIC officer elections.

- Nominations are open for 3 positions on the SEIC Executive Committee: Chair, Vice-Chair, and Secretary. By next meeting we should have a list of nominees.
- Steve said he is happy to pass the gavel as Chair. Rusty nor Becky want the position. Steve asked if anyone else wants to try, saying that new blood is always beneficial.
- A 2017-18 Chair needs to be elected by October 3, 2016 by electronic balloting.
- Chris explained that this is a new process. Normally officers are elected live at the fall SEIC meeting. By Law changes now require that elections take place before the meeting, so they will be hosted electronically.
- Robin emphasized the importance of having effective leadership that is involved and engaged.
- Sam asked what the qualifications are.
- Robin: the Chair needs to be an IT or ITE in good standing and must also serve on the ACA Board. Other officers need to be at least certified instructors in good standing.
- Robin described a little further about what happens at Board meeting. If the Chair presents SEIC business to the ACA Board well, then the Board is more confident in voting to approve SEIC motions.

At 11:15, the Chair jumped to the agenda item: SEIC By Laws revisions.

SEI By Laws Revision Project: Chris presented, and discussion ensued.

- Sam said that revisions have been needed for a long time.
- Joe: consistency is important.
- Chris replied that the devil is always in the details, and that the project will take work.
- Chris also considered a sunset on divisions as they are not a feeder system to SEIC. Structure doesn’t work.
- Jeff suggested streamlining the Discipline Committee structure also. The ACA Freestyle discipline was founded as a National Activity Committee governed by ACA By Laws.
- Joe asked if the ACA Board is active in cleaning up these details also. Steve and Robin replied: not so much. Chris said the ACA Board probably does not know about the Freestyle Activity Committee.
- Jeff added: Touring Canoe Committee wants to stick with SEIC, which is more active in addressing its issues.
- Chris and Robin mentioned there *is* significant work on ACA By Laws focused elsewhere, on broader issues.
- Chris said that the European instructor corps wants its own seat on the SEIC. Joe asked why: isn’t SUP in Germany same as SUP in South Carolina?
- Chris asked committee chairs to enlist those who are “governance inclined” to look at draft of new By Laws.

Lunch break

The meeting reconvened at 1:01 p.m.

Discussion & Vote on Motions:

Motion 20160205-A: L5 River Kayak Instructor Trainer Prerequisite (River Kayak Committee)

- Mike described the proposal stemming from several ITCs directly attempting L5 IT certification without ever having been an ACA IT before. In the SWR discipline, L5 is an add-on, but in this provision it was left out of RK, and this proposal would end that. RC and CK feel the same way.
- Kelsey mentioned that nothing in SEIC Policy prevents jumping to L5 IT status in any discipline. She made a friendly amendment that all disciplines follow an IT process corresponding with its Instructor Criteria progression.
- Trey and Josh said that SUP has no problem with Kelsey's suggestion.
- John said that the CKC discussed this matter yesterday and is in agreement.
- Mike was only concerned about getting the change through RK.
- Beth said that RC still has a time requirement for instructors seeking to upgrade from L4 to L5.
- Kelsey said the suggested Policy change would make RC IT requirements parallel with RC instructor requirements.
- Steve asked how the RKC came to support this motion. Mike said all RKC members agreed with this change.
- Trey said that SUP would *not* support a generalized L4 to L5 IT proposal because SUP has no L4 yet.
- John said that CK would be okay with the proposed friendly amendment, though it is not exactly what CKC discussed.
- Steve said that discipline-specific policy is accommodated in the SEIC Policy Manual, and though each discipline has posted Instructor Criteria, there are no official Instructor Trainer criteria published.
- Becky asked why participation in an IT certification process can't be at the ITE's discretion?
- Mike replied that RK ITEs need black and white rules to back them up.
- Chris suggested that RK policy change go on the ACA Web page "How to Become an ACA Instructor Trainer"
- Robin suggested adding a heading to that page, "Discipline-Specific Requirements."
- Joe suggested taking discipline names out of the motion.
- Trey said that could adversely affect SUP in the future (because the motion is tied specifically to Levels 4 and 5).
- Steve doesn't want different rules in different places (IT criteria on IT page, and other info in Policy).
- Rusty suggested having each discipline put their own IT criteria on that page.
- Steve suggests leaving Mike's wording and placing it on web instead of in SEIC Policy.
- Mike accepted Steve's friendly amendment. Kelsey and Robin reworded the current amendment accordingly.
- Votes in favor: 15 Opposed: 0 Abstentions: 0

Old Business:

- Steve reviewed the **SEIC Action Item** document:

Action Item	Assignment	Comments	Current Status
Develop a new rafting charter	Rafting Chair	Required paperwork	Still needs to be developed but on hold pending by laws 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 Feb 2015 SEIC meeting	Still in process

Publish a consolidated discipline charter	SEI Office and Sam Fowlkes		Chris: Leave this item on the list pending By Law revision
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- The **DIF Workgroup report** was presented earlier by Rusty under Instruction Committee report.

New Business:

- **Instructor Trainer Educator Revision Process:** Chris led the discussion.
 - As part of IT revision process, a need to look at the ITE process came to light, especially regarding paperwork. Something is needed to retain and help ITEs.
 - Staff doesn't have time to look at ITE process until By Law revisions are done
 - Perhaps ITEs on SEIC can look at this and figure out how to do it looking at IT process changes. Should this be on the agenda for January 2017, or should we start looking at it now?
 - Becky asked if we should wait and see how new process works for ITs.
 - Steve wondered if the ITE process should be parallel.
 - Chris says it would be great to have an ad hoc workgroup.
 - Steve asked for volunteers. He will chair with Sam, Josh, and Robin.
 - Chris asked that they extend the request to other ITEs who are not on SEIC. He suggested that in the first year the work group should focus on generating a list of ideas.
 - Chris also mentioned that the new IT test is not a professional online course, but that the ACA does have contract with a company that produce same. Such professional courses may eventually extend to ITEs, and maybe also instructor candidates.
- **IPC Motion: Paddlesports Facilitator Course** was presented by Mike Aronoff.
- Robin moved that we discuss Mike's motion. Jeff seconded. All were in favor of discussion.
- Mike explained the proposal to adopt to adopt a new one-year Paddlesports Safety Facilitator (PSF) credential based on Quickstart and Smart Start course outlines.
 - The PSF credentialing process consists of a 4-hour general module, and three craft-specific modules (Canoe, Kayak, SUP) of 1 hour each. Participants who want all 3 would spend a total of 7 hours.
 - A \$25 facilitator fee to ACA would cover administrative expenses and some level of ACA membership.
 - Initially, the credential course could be run by L1 or higher ITs or anyone with an L1 skills assessment credential in their respective craft.
 - An IT can endorse an instructor to run the program for others in their discipline any other disciplines in which they have an L1 assessment.
 - Facilitators will report courses to ACA.
 - They must renew their credential annually.
 - They teach zero on-water skills.
 - The motion was developed via excellent collaboration between discipline committees, especially Beth and other chairs present.
 - Mike offered to go through generic safety knowledge outline.
 - Steve said that many saw the outline in committee meetings yesterday.
 - Kelsey asked if the intended credentialing period is a calendar year or the remainder of the year plus another year, like instructor certification.
 - Becky suggested that we allow office staff to determine how to best administer the timeline.
 - Laura suggested we make it like CPR, expiring one year from the course date.
 - Chris said it hard to track as a new kind of membership.
 - Mike said the IPC has no dog in the calendar fight.
 - Laura added that retailers could offer the course to their employees in winter.

- Beth wondered if PSF could be considered like an event membership, not added to member database.
 - Kelsey said one calendar year seems most likely.
 - Chris suggested that we approve the program, then let staff figure out the calendar and membership.
 - Robin said that the ACA Board can approve the program later.
 - Peter mentioned that PSF is worth \$25 x 250 employees.
 - Mike added the course has 12 participants maximum, and he answered some other clarifying questions.
 - Steve said that no one can launch PSF until SEI staff fleshes out how to do it.
 - Trey pointed out that SEIC Policy section 1.D (re revoking certification) would need to be changed.
 - Josh recognized some course content above L1 instructor level (e.g., the outline mentions strainers)
 - Becky asked if L2 content is in the general knowledge portion or in the on-water skills modules.
 - Beth replied that they are in the generic safety module (e.g., mention of hazards like boat traffic)
 - Current most recent document reflects the results of this conversation in IPC yesterday.
 - It was made clear that the IPC originally voted against L2 content yesterday. Changes were made to address concerns, and the dissenters were satisfied with changes.
 - A vote was held on the program, pending implementation details to be worked out by SEI staff.
 - Voting: for 14 against 0 abstentions 1
- **EEC Updates** were introduced by Joe Moore.
 - Steve said that since the October SEIC meeting, he and Joe have made minor language changes.
 - Joe explained that the main change is the way the EEC are divided. Now there are asterisks after criteria #7-11. The footnote is the same, representing the prior division. The first section (criteria #1-6) is for water safety in pool without any paddling equipment. Second half (asterisks) is for paddles and boats in water. The explanation is in the end note.
 - So courses don't have to start with paddlesport equipment; they can start with basic water safety.
 - #7-11 would happen in an APW.
 - The other changes are minor for clarity.
 - Voting: for 15 against 0 abstentions 0
 - Chris added that the ACA EEC are instructive models for affiliate organizations and liveries, having become somewhat of an industry standard.
- **CK Curriculum Updates:** John introduced 3 CKC proposals, all included in the hard meeting packet.
 - Voting to discuss the motions was unanimously in favor.
 - CKC Motion 1 adopts prerequisites to L5 OWCK instructor certification
 - Instructor candidates are not passing L5 ICEs. This motion requires L4 instructor status and subsequent L4 teaching activity before L5 certification. Also requires L5 IDW or Trip Leader Assessment prior to L5 ICE, and changes duration of L5 ICE.
 - The motion passed CKC unanimously.
 - Kelsey suggested adding the words "Coastal Kayak" after Open Water in proposal. The friendly amendment was accepted.
 - Voting: for 14 against 0 abstention 1
 - CKC Motion 2 revises L3 CK SOT Course Outline, Skills Assessment, and Instructor Criteria
 - SOT L3 needs same seamanship and rescues as L3 course, so L3 documents were reviewed and adopted for SOT craft
 - Steve asked how new material compares to what exists now on ACA website
 - John replied that new material brings the SOT track more in line with decked boat L3 skills.
 - Barb Cutter and Sean Morley looked closely and re-wrote. Passed CKC unanimously.
 - Voting: for 15 against 0 abstention 0
 - CKC Motion 3 removes references to books on skills course outlines because they are out of date.
 - Instructors and ITs can develop their own reference lists.

- Passed CKC unanimously.
- Joe said this should apply across the board to all disciplines.
- Don said that the CG Auxiliary has a reference list on a wiki so it can be routinely updated.
- Voting: for 15 against 0 abstention 0

- **Kayak Fishing Outline:** a developmental course outline was presented by Peter Casson.
 - Material was developed by Ben Lawry with a kayak fishing industry pro. It's for WW kayak.
 - It's an endorsement.
 - Chris asked if we envision Kayak Fishing to be a series of endorsements? Because there are different disciplines and levels.
 - John said that CKC intended to circle back and look at Kayak Fishing.
 - Peter said that input from fishing professionals was valuable because it included unique skills such as loading fish on a kayak deck and strategies for how to fight a big one over the bow.
 - Ed mentioned addressing hazards presented by some traditional fishing gear such as chest waders.
 - Chris asked if an ad hoc work group might be needed for cross-disciplinary collaboration.
 - Mike and others asked about an implementation plan for the new course.
 - Peter suggested that about 6 people be endorsed, then 6 months later work toward IT status. Iron out wrinkles first.
 - Kelsey suggested that Kayak Fishing could proceed like SUP Yoga did.
 - Chris said that phase 2 would be to hand-pick experts and make them the first instructors and ITs. This would be facilitated by national office because of funding involved.
 - Steve asked if it would be appropriate to approve the concept on the table and let SEI work on the details and implementation plan.
 - Becky asked if Kayak Fishing would exist as a stand-alone course, which makes sense for consumers who are only interested in fishing.
 - Steve suggested that the language be amended to state "to adopt the provisional kayak fishing curriculum as a pilot program." Instructor process to be set pending feedback from beta testing.
 - Mike asked: are we voting on a curriculum?
 - Robin recommends that eventually venue- and craft-specific language and skills be removed to pare it down to a portable, fishing-only module applied to multiple levels, craft, venues.
 - Don agreed, noting that the outline needs specificity re anchors in different venues/craft.
 - Kelsey changed the wording to make it more developmental and generic.
 - Peter accepted the friendly amendment.
 - Voting: for 15 against 0 abstention 0

- Steve asked Chris to provide an update on the **ACA merger with USACK**
 - There were some disagreements last week resulting in the ACA discontinuing relations with USACK.
 - Afterwards, the USACK Board relented because it did not have USACK membership support.
 - The ACA has since resumed providing services to USACK.
 - USACK activity has slowed a little now due to it being an Olympic year.
 - ACA/USACK has so far qualified 3 boats for US team, including men's K1 and men's C1 men's. No sprint boats have qualified yet; perhaps some Paralympic qualifying to come.
 - The web page Americancanoe.org/usack has been updated.
 - ACA and USACK are still two separate organizations.
 - In November, USACK couldn't afford their member insurance, so ACA made all USACK members ACA members too, under ACA insurance. They can now choose to renew with ACA.
 - Mike asked: how many USACK members? Chris replied estimated USACK membership 800-1000.

- Bill Endicott, famed paddlesport coach, has developed hundreds of pages of athletics-oriented coaching related material. USACKs organized coaching program is in decline, but in a few years the combined organization will likely have a coaching council with high potential overlap with instructors.

Upcoming SEIC Meetings

- Chris asked about a possible summer 2-Hour GoTo Meeting. There was general agreement, so staff will use doodle poll to schedule, possibly in August.
- November 9-10, 2016, Sausalito, CA. Hotel and meeting information is provided in meeting packet.
- February 2017, Fredericksburg, VA.
- There was some discussion of the timing of meetings. Robin noted that SEIC could move February to March 2017.

Plus / Delta for Meeting: Steve asked all to state positive aspects and suggestions for improvement.

- Joe: + We got a lot done in a very collegial manner. Delta: too much sitting
- Sam: + It was nice to see everyone in real life. Delta: I had to leave early. (Written comments read by Steve)
- Ed: + Meeting well organized, thanks to Kelsey and Becky. Delta: none.
- John: + All was good today and yesterday; no changes.
- Rusty: today went smoothly; no changes
- Becky: Thanks to Kelsey, who does most of my work; no delta.
- Robin: + A great meeting, productive work here is reflected in a significant increase in number of instructors.
- Adam: + It was good to see how much got accomplished. Delta: I drank too much coffee.
- Laura: + multi-disciplinary aspect of IPC meeting yesterday, and was happy she got to vote today; no changes.
- Jeff: + prior committee work is evident. No changes
- Mike: + this meeting goes well because of the work done before the meeting; gives credit to Becky and Kelsey. IPC happens to be a great table; many IPC members went to other discipline meetings, which is very valuable. Most of the work was yesterday; today is clean-up, which helps a lot by the time we get to the big table.
- Don: + in Navy and CG, admirals use semaphore code flags Bravo Zulu to mean “well done.” + Ending early.
- Beth: + I got most of warm fuzzies yesterday watching people work together and get things accomplished where everyone had buy in. I am exhausted.
- Trey: thanks to staff.
- Josh is excited about facilitator course. He said it’s to question each other’s decisions.
- Peter now enjoys being part of process. + Pushed Ben’s fishing program through.
- Kelsey: + Y’all are the reason I do what I do. Makes my job easier. Delta: Buy fewer cookies.
- Chris thanked everyone for their time and energy, and asked that we please be sure discipline committees know that they are the core of the ACA.
- Steve delta: Schedule the winter meeting later, because pre-meeting deadline falls over Christmas holidays, resulting in too much last-minute work. + Great progress, appreciate staff work. The facilitator program and fishing have been talked about for a long time, so it’s great to see them materialize.

Mike made a motion to adjourn. Beth seconded. All were in favor.

The meeting adjourned at 3:47 p.m.