



SEIC Meeting Minutes

Date: Thursday, October 22, 2015
Location: Charleston, SC
Venue: Holiday Inn Riverview (301 Savannah Hwy, Charleston, SC 29407)
Room: Sumter Room
Time: 8:00am – 5:30pm

In attendance

SEIC Members: Mike Aronoff, Larry Ausley, John Browning, Rusty Cooper, Gordon Dayton, Sam Fowlkes (on phone), Josh Hall, Steve Hutton, Trey Knight, Ben Lawry, Becky Molina, Joe Moore, Robin Pope, Beth Weigandt, Greg Wolfe

Liaisons: Keith Christopher, BSA; Wayne Stacey, USCG

Office Staff: Kelsey Bracewell, Chris Stec, TJ Turner, Whit Overstreet, Marcel Beig, Wade Blackwood

Guests: Peter Casson, Don Goff (USCG Auxiliary), Michael Gray, Ed Schiller, Adam Masters, Dale Williams, Rick Washburn, David McPherson, Dawn Stewart, Elizabeth O'Connor, Ed Huntsman, Sean Morley, C. C. Williams, Patrick Frehner, Rafael Kuner, Katayoun Ashraf, Gerhard Grimm

Opening

SEIC Chair Steve Hutton called the meeting to order at 8:12 a.m.. He then requested a moment of silence in memory of Tom Mackenzie, ACA IT, former SEIC member and Discipline Chair for Touring Canoe, who passed away on October 20.

Quorum was established according to SEIC By-Laws. 15 voting members were present.

Secretary's Report

Secretary Becky Molina presented the minutes of the February 2015 meeting for approval. Josh moved to approve the minutes as submitted. John seconded the motion. Minutes approved by 14 votes, with one abstention.

SEI Department Report

Kelsey gave the SEIC Department report.

- She thanked TJ and Marcel for their support in the SEI department.
- She outlined some new SEI initiatives:
 - The recent Swiftwater rescue conference was very successful.
 - The new *Paddle* e-magazine is released bimonthly. The SEI department welcomes both feedback and content.

- The new Policy Waiver request form expedites IT waiver requests. It is available on the Forms page of the web site under the tab “For Certified Instructors.”
- SEI department is sending new laminated instructor certification cards and an FAQ letter to all newly certified and recertifying instructors.
- Kelsey gave the following statistics:
 - SEI records show a total of 8125 individuals certified as instructors, with 10,156 total certifications. This is an increase over time.
 - There are currently 182 instructor trainers and 54 instructor trainer educators.
 - An audit of records reveals that instructor expirations are increasing. This is likely because certifications are increasing.
- She then presented the following “Fun Facts:”
 - The most popular certifications are Introduction to Kayak (L1), Essentials of Kayak Touring (L2), L1 SUP and L1 Introduction to Canoeing/tandem, L4 WWK, and L2 SUP.
 - So far in 2015, 6319 instructor teaching credits have been processed, along with 1857 instructor certifications.
 - Kelsey displayed a list of the ACA’s most active ITs and ITEs
 - The most active states for ACA instruction are NE, OH, FL, NC, and NY.
 - Switzerland, Germany, and Sweden are most active countries for ACA instruction outside the US. A total of 25 countries reported ACA courses in 2015.
 - As part of annual audit, 1837 certs reviewed. 71 IT/ITEs.
 - 2015 ITE renewals: ITs

Liaison Reports

US Coast Guard Liaison, Wayne Stacey

- USCG grant applications received from the ACA were well-written and in line with strategic plan. The ACA staff makes Wayne’s job easy. Quarterly Reports are on time, so grant money gets disbursed on time.
- Wayne also applauded Chris Stec’s efforts on the Boating Safety Advisory Council.
- He introduced Ed Huntsman from USCG; he is an ACA instructor based in New Orleans.

Boy Scouts of America liaison, Keith Christopher

- Keith mentioned that Chris Stec is a member of BSA committee.
- Reported on the progress of the new safety whitewater safety video and shared a flyer. The footage has all been recorded and the project is in the editing and voiceover process now. Robin Pope helped.
- BSA Sea Scouts (Boys and girls ages 14-21) now has a paddlesports component. Don Goff and Robin helped.
- Merit badges are now being developed in digital format, which will have videos of skills for scouts.
- Planning is underway for the July 2017 Boy Scout Jamboree, to be held in Beckley, WV. ACA people are invited to offer presentation ideas.
- The US will host the Boy Scout World jamboree in 2019.

Discipline Committee Reports

- Introduction to Paddling Committee submitted a formal fall report. Mike Aronoff, IPC Chair, submitted an addendum report on October 19. The committee also met on October 21.

- The Touring Canoe committee was not represented at the meeting but submitted a report.
- Beth reported that the River Canoe Committee is working on scope and progression of courses.
- Larry Ausley, the River Kayak Committee Chair, summarized his Committee's efforts:
 - enhancing communication with the river kayak community
 - enhancing entry-level paddler exposure to the ACA
 - producing updated materials for use in advance of IDWs
 - working with RC and IPC for multi-craft trip leader assessment and paddlesports safety facilitator programs
 - proposing an instructor update curriculum
 - electing of new officers
 - commenting on BSA kayaking merit badge
 - In the coming year the River Kayak committee is planning to
 - propose a prerequisite to L5 IT
 - develop a L2 SOT skills course and skills assessment to accompany the recently approved L2 River SOT instructor criteria
 - consider a L3 SOT course
 - consider a playboating course
- The Coastal Kayak Committee submitted a report and has several motions on today's agenda. John Browning, CKC Chair, highlighted his committee's work on developing better standards, a potential skills course track for kayaking in rock gardens and sea caves, and the possible development of a land-based navigation course.
- The Stand Up Paddleboarding Committee had no formal report, but the committee met October 21. On today's agenda they have a "housekeeping" motion. The SUP Committee also has a fall and winter action plan to review its L3 and L4 whitewater and surf course outlines, draft trip leader skills/criteria, and develop a L3 coastal SUP course. 2016 is an election year for SUP committee.
- The Adaptive Paddling Committee submitted a written report and had nothing to add.
- The Safety & Rescue Committee submitted a report. Robin reported that SWR curricula were updated after polling instructors, 80% of whom responded. The 2nd SWR conference was recently held. With 50 participants and 12 presenters, it was very successful, and there are plans to hold another one in 2-3 years. Sam thanked ACA staff members for their contributions to the success of the SWR conference.
- Marcel gave the Rafting Committee report. The committee had a few changes in governance, reestablishing leadership. A L5 curriculum is being considered, as well as an expedition endorsement, which would meet needs in western regions. A trip leader endorsement was considered also. The committee is discussing whether to combine or separate paddle and oar rafting programs.

Standards Committee Report

Steve reported that several motions related to standards committee activity were pending in today's meeting. He announced a new procedure to notify discipline chairs when a new IT or ITE is certified.

Nominations Committee Report

Robin reported that there are no SEIC officer elections this year, and that people should contact Robin if interested in serving in the future. Chris added that ACA Board procedures require that SEIC officers be ready to be balloted for 2017 term in February of 2016.

At 9: 38 the Chair modified the agenda, going to Old Business

Old Business:

- The SEIC Action Item document (from October of 2014 p, 285 in packet) was reviewed.

Action Item	Assignment	Comments	Current Status
Distribute the IPC survey results to the discipline chairs	IPC Chair (Mike Aronoff)	Beth Wiegandt needs results for her effort on Instructor Update documentation	Done
Work on common L4 ICW requirements	All division chairs	The ACA BoD has directed the SEIC to do this as a result of the Coastal Kayak proposals	Chris Stec described this as an effort for consistency across disciplines. This item will stay on action list because of upcoming motions.
Develop a L2 SOT through IPC	IPC Chair (Mike Aronoff)		Done
Publish a new IT start form with a checklist	SEI office	Helps to guide new IT applicants	Done, rolled out as a motion at today's meeting. Motion passed.
Develop Adaptive Paddling Endorsement maintenance requirements	Joe Moore	Many Adaptive Paddling instructors haven't taught a course in many years	Done.
Develop a new rafting charter	Rafting Chair (Jim Virgin)	Required paperwork	Delayed
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	Remain on list
Submit a new L3 Coastal SUP curriculum package	SUP Committee	Target Feb 2015 SEIC meeting	Coming in February 2016
Publish a consolidated discipline charter	SEI Office and Sam Fowlkes		Chris Stec: Leave this item on the list.

- Kayak Fishing Curriculum Development
 - Chris reported that the ACA still has plans to do something incorporating kayak fishing, including partnering with the kayak fishing community for grant awards. ACA trying to be involved with more kayak fishing events.
 - Larry asked: what entities are insuring these events?
 - PACs or event organizers, who can become affiliate ACA members in order to insure a stand-alone event.
 - Ben added that boat manufacturers often provide an "event in a box" kit that would covers insurance through the manufacturer.
 - Chris stated that a potential ACA Kayak Fishing curriculum would exist as a re-branding of ACA SOT curriculum with equipment-specific skills and rescues.
- ACA/USACK Coaching Program/Endorsement: Wade spoke about this new formal partnership.
 - The relationship has many "moving parts."
 - It is a healthy way to get youth involved in paddlesport.

- The partnership can raise the level of excellence in competitions. The ACA was a past steward of Olympic competition. A strong recreational base can help build elite level athletes. The ACA has been called upon to help fill the gap between beginning and elite paddlers.
 - The word “partnership” may become “merger” later.
 - Competition is a tenant of the ACA mission. Wade, the ACA Board of Directors, and the ACA staff are dedicated to this effort, which promises exciting new opportunities for instructors.
 - Chris added that the USACK Board is also meeting this weekend. Some Olympians and USACK coaches are here at the IT Conference to give feedback. They can expand ACA horizons and possibly incorporate their knowledge at the education level in ACA.
 - Gordon asked if there is a competition-oriented curriculum. Chris replied that there is a draft manual and a group of sessions to discuss this weekend.
 - Chris added that in discussions of the USACK partnership, the word “coaching” has its traditional, common meaning.
 - Wade added that there is also an officiating training track in the works.
 - Chris stated that there was a plan to have a motion prepared to approve the coaching module as an Instructor endorsement, but that product is not ready yet. It may or may not be an SEIC effort. Competition may be considered under a separate ACA umbrella.
- USCG Auxiliary Paddlecraft Safety Education Class
 - There was a presentation by Vice National Commodore Rick Washburn and Don Goff.
 - Rick reported that the US Coast Guard Auxiliary has a network of 30,500 members, most of whom are vessel examiner qualified.
 - They teach Recreational Boating Safety (RBS) classes, and most have a high interest in paddle craft safety education due to their awareness of death rates from paddle craft accidents.
 - Many of them have a “big stinky boat” mindset and need more paddle craft awareness. This is a growth opportunity for USCG Auxiliary. The organization desires a stronger partnership with ACA because ACA “gets it” (the need for paddle craft safety).
 - Rick suggested that ACA submit articles for the USCG Auxiliary e-magazine and vice versa.
 - USCG Air stations get RBS calls re paddling. A training session is planned in January.
 - Don: USCG has modified its BSA program with info from ACA. They are incorporating paddlecraft safety information into their public outreach programs, even non-boating events.
 - Programming elements
 - PE (public education) class. USCG Aux in conjunction w/ACA; has ACA logo.
 - Comprehensive program: Public information course, vessel examination program now includes paddle craft.
 - New on-water component in kayak has a recreational boating safety message including situational awareness and the importance of life jacket use. Those delivering program must have ACA L2 coastal skills assessment rating.
 - Greg asked about including canoes, but there are no plans yet for this.
 - Rick added that the dissemination of program is via hand-picked regional folks who are on-board and capable.
 - Aux.goff@gmail.com (Don Goff)

Discussion & Vote on Motions:

- Motion 20151022-A: Prone Kayaking Curriculum Proposal (Adam Masters)

- Prone kayaks differ from flat boards because they have lateral rocker (secondary stability) and thus can be edged like a kayak or canoe.
 - He described the Bellyak as a Freestyle hull that can surf and allows greater creativity because the paddler is not attached to boat.
 - The proposed is an entry-level curriculum. It is possible to teach river skills from day 1 because there is no fear of entrapment by a spray skirt. The moving water skills learned in a prone kayak are transferrable to other craft: speed, angle, edging. Self-rescue is easy.
 - As an entry-level program, prone kayaking can grow the ACA membership base.
 - 1000 Bellyaks have been sold worldwide, especially in Europe
 - The craft has Swiftwater rescue and ice rescue applications.
 - Adam explained that the craft also has many adaptive paddler applications.
 - When asked about rolling, Adam explained that yes, it's possible.
 - There are three sizes of Bellyak currently manufactured.
 - The fit of prone paddling with existing ACA curricula was discussed.
 - Steve asked: Can we call it Prone Paddling? (which would include prone paddle boarding) Adam replied that at L3 it would be very different in performance.
 - Chris suggested that the prone paddleboard community is hard to infiltrate.
 - The motion was seconded by Ben.
 - Mike expressed concern about manufacturer conflict of interest.
 - Trey agreed with both Steve and Chris.
 - Beth mentioned that this is really a two-part proposal, including establishment of a curriculum and a new discipline committee.
 - Robin described his experience with the Bellyak. He found that beginners weren't frightened very much, and that the craft definitely required a different skill set.
 - Larry called the question.
 - Voting in favor: 2; opposed: 10; abstain: 2
 - Steve made a friendly amendment: To approve the establishment of a Provisional Prone Paddling Discipline and the corresponding Provisional Prone Paddling Curriculum. Gordon seconded. Adam accepted the friendly amendment.
 - Vote in favor: 12; opposed: 3. Motion passed.
- Motion 20151022-B Proposed River Kayak Instructor Update Sample Curriculum (River Kayak Com)
 - Larry presented the motion.
 - Chris wondered whether it could be transferrable to other disciplines.
 - Becky asked if is this were a first such document, or did the committee have a formal IU outline before?
 - Larry responded: Not really; this outline is an example.
 - An action item was added, for other discipline committees to look at this outline and consider adopting or modifying it for their discipline.
 - The motion passed unanimously.
 - Motion 20151022- C Changes to the Instructor Trainer Process (Chris Stec)
 - Since the phone meeting earlier in the month, a timeline for implementation was added.
 - Changes involve additions and revisions to Chapter 3 of the SEIC Policy Manual.
 - Chris outlined the changes:

1. ITCs must register with the National Office.
 2. Kelsey will verify instructor standing and notify discipline chairs of a new ITC.
 3. The ITC must then pass an online test. It is possible to re-test until 100% correct.
 4. The ITC will co-teach an ICW/ICE in the desired discipline/level with an IT or ITC.
 5. The ITC will submit to SEI Department from his/her co-teach: course report, IC evaluations of ITC, ITC evaluations of each IC, and IT/ITE evaluation of ITC.
 6. Standards Committee will give feedback to the ITC.
 7. The ITC will lead teach with a mentoring ITE.
 8. The ITE must sign off on the final ITC application form
- There was discussion of how best to amend and manage forms.
 - Policy Manual Chapter 3, section C, item #5 was amended. Robin seconded amendment.
 - Joe asked how changes apply to ITCs already in process. Chris responded: those initiating the process on or after January 4, 2016, must follow new protocol. Those in process should begin using new paperwork/system as appropriate to their status in the process. Queries about deviating from this plan will be handled on an individual basis.
 - Motion passed unanimously.
- Motion 20151022-D Safety and Rescue Curricula Update Levels 3, 4, 5 (Safety and Rescue Committee)
 - Robin explained that that a survey of instructors, ITs, and ITEs led to current proposal.
 - Most of the change involves wordsmithing.
 - Some L4 components have been moved to L5, and some L4 skills are now easier to teach.
 - Robin thanked Justin Padgett for his input.
 - The Canadian log roll was explained as a method of negotiating an obstacle too big to climb over while swimming. (Use feet to bounce off and move away.)
 - Motion passed unanimously.
 - Motion 20151022- E Coastal Kayak Trip Leader Program (Coastal Kayak Committee)
 - John noted that the CKC has been trying to develop a TL program since 2012, but efforts had fallen by the wayside. There was renewed effort last year.
 - The proposal attempts to meet a marketplace need: many certified ACA instructors are mostly guiding trips (rather than purely teaching skills). They need a different sort of preparation. The proposed program's focus is on leadership and management, not on teaching.
 - Program delivery would be by certified instructors with skills assessment credential.
 - Anyone can take skills course for TL and TL skills assessment.
 - Ben and Mike expressed concern about L3-5 instructors and ITs having to take a basic skills course in order to teach TK skills course.
 - Venue conditions match those in the regular skills tracks.
 - Implementation plan includes pilot programs with 5-6 interested ITs and ITEs. Pilot courses will occur in a variety of venues around the country, then there will be feedback and revisions.
 - Dawn added that a skills based class that ends with an assessment allows opportunity for upward skill development. The course emphasis is on trip leading.
 - Any instructor can be a trip leader.
 - John reported that the CKC debated who would deliver the TL program. The current proposal is a compromise.
 - Beth expressed support for trip leader credentials programs, saying that they would definitely meet a need for organizations.

- There were questions related to insurance. Would trip leaders be required to maintain ACA membership, pay SEIC dues, or maintain first aid and CPR certifications?
 - Joe asked: Why not just become an instructor?
 - Dale replied: Instructor courses don't include enough leadership. There's no time.
 - Ben: Why not just beef up the instructor course?
 - Mike said he has been adding Trip Leader assessment onto L3 IDW.
 - Dale said the program seems market-ready. Skills assessments have not sold, due to poor marketing. If you want to rent a kayak in Norway, for example, a BCU star card can serve to verify your expertise. Why not an ACA credential?
 - Michael has had success doing assessments.
 - Sean asked: what is the demand? Reply: There are many clubs, commercial guides, and government entities that are just leading. There seems to be a strong demand for non-teaching, leadership programs.
 - Larry felt that at L1-2, skills are more individual, whereas at L3+ the group dynamics are more important, more built-in.
 - Patrick: it is hard to sell ACA skills programs in Europe, where folks do mostly guiding with minimal teaching.
 - A friendly amendment (made and accepted) split the proposal into two parts:
 1. adopting the TL curricula L3-5; and
 2. implementation plan
 - In favor of TL program adoption (as written): 12. Opposed: 2. Abstaining: 1. Part 1 passes.
 - Discussion on implementation:
 - Josh and Robin supported a controlled, tighter roll out with select ITs. Reevaluate in a year.
 - John: the current proposal is a compromise.
 - Beth: in other TL programs, qualified instructors have the certification level above that which they are teaching. Why not follow those criteria?
 - Sean said he thinks that would work.
 - Robin: in other ACA programs, only ITs (from a level above) taught assessments at first.
 - Beth makes a friendly amendment:
 - Until the 2016 fall SEIC meeting, the new CKTL program can be utilized and offered only by ITs and ITEs certified at or above the level of Trip Leader assessment offered. The new CKTL course outlines will be revised to reflect this amendment.
 - Voting on program implementation: In favor: 13; Opposed: 0; abstaining: 1. Part 2 passes.
- Motion 20151022-F: L3 Coastal Kayak Instructor prerequisites (Coastal Kayak Committee)
 - John explained that the proposal requires that instructor candidates at L3 must have completed a L3 skills assessment or have equivalent skills.
 - Ben asked whether the phrase "equivalent skills" was necessary.
 - Josh suggested that candidates who have the L3 Trip Leader credential also be allowed.
 - Becky asked if skills assessment cards have an expiry. Answer: no.
 - Friendly amendments proposed and accepted:
 - eliminate "or equivalent skills"
 - Add language indicating that TL credential will also be an acceptable prerequisite
 - Add "beginning 1/1/16"
 - Beth asked if all disciplines would have to follow suit. Chris replied that although consistency across disciplines is preferred, it will not be required at this point.

- Voting: 11 for, 1 against, 2 abstaining. Motion passed.

Break until 2:45

- Motion 20151022-G: L4 Open Water Coastal Kayak Instructor Prerequisites (Coastal Kayak Com.)
 - CKC accepted the same amended language from their L3 proposal (add Trip leader assessment credential as a prerequisite, remove “or equivalent skills,” effective Jan. 1, 2016).
 - L4 instructor candidates must also be L3 instructors in good standing, having taught and reported at least two L3 courses.
 - Candidates would take an ICW only because they are crossing over. This change would eliminate IDWs for L4 and 6-day L4 ICWs. A 3-day ICE will be the only certification route.
 - Robin gave statistics: So far in 2015, of 104 candidates who have taken ICWs, only 14 have been certified.
 - Sean asked for the definition of “in good standing.” It means ACA membership and SEIC dues are paid.
 - Chris commented that course reporting will tell how effective the change is.
 - Sean added a hope that there will be an increase in quality of instructors, if not numbers.
 - Voting: For: 9 Against: 3 Abstain: 2. Motion passed.
- Motion 20151022-H: SEIC Policy Manual Revision: Certification Course Maximums (Standards Committee)
 - Steve explained that the proposed revision would prevent ITs from adding competent aides to increase group size beyond safe effective limits.
 - Dale asked if the change would apply to any course. The reply: yes, limits would be according to established ratios. The IT would have discretion as to when to divide groups, but any number of participants above the maximum must be reported as two separate courses.
 - Voting: For: 14 Against: 0 Abstain: 0. Motion passed.
- Motion 20151022-I: SEIC Policy Manual Revision: Skills Course Maximums (Standards Committee)
 - This proposal mirrors the previous one, applying the same group size limits to skills courses.
 - Voting: For: 14 Against: 0 Abstain: 0. Motion passed.
- Motion 20151022- J SEIC Policy Manual Revision: IT Continuations and Lead Teach Credit (Standards Committee)
 - Steve described that this revision would address two issues.
 - In recent years several IT candidates have submitted applications that included lead teach courses with multiple ITCs on one course (a “co-lead” teach). With this change, *only one ITC can claim lead teach credit for a given course.*
 - There have also been a few cases where ITCs have not been successful in final lead teach, leading to the question of whether or not they can be continued. This proposal formally states that no, they can’t be continued. The IT process is pass/fail.
 - Joe asked if continuing an IT would be fine? Chris answered no.
 - Ed offered an analogy from ASA sailing: if you can’t do it, you start over.
 - Joe suggested a friendly amendment: delete the words “as unlike Instructor Certification.”
 - The friendly amendment was accepted.
 - Voting as amended: For: 14 Against: 0 Abstain: 0. Motion passed.

- Motion 20151022- K: Establishment of DIF Workgroup (Greg Wolfe)
 - Chris gave an update on the state directors system. They have been kept separate from DIFs. Why put them into a broken system? Some state directors have been great, for example the Louisiana director is great at environmental stewardship. Other state directors have developed committees for competition, instruction, etc. These programs are not mired in bylaws, so they can end at any time.
 - Greg was the OH Penn DIF, and the DIF function in that division was actually working. After his recent reinstatement as an IT, he split the division with the existing Ohio-Penn DIF, and they have been acting as co-DIFs. He has been discouraged about a lack of support for DIFs from National office. DIF participation is dismal at best. The system doesn't work.
 - This proposal would establish a work group to discuss and report back to SEIC chair.
 - Workgroup volunteers: Elizabeth, Rusty, Larry, Gordon, Rafael.
 - CS recommends workgroup think new and different because current structures aren't working.
 - Motion passed.

- Motion 20151022- L: Replacing ACA Essential Eligibility Criteria (AP Committee Chair, Joe Moore)
 - Joe explained what essential eligibility criteria are and how current ACA course EEC are not appropriate.
 - Newly proposed EEC are listed on p. 284.
 - Larry questioned the final asterisk on the new EEC: might there be legal ramifications?
 - Answer: the ACA Board can handle any necessary legal considerations.
 - Chris suggested including the new EEC (the first 6) on every course outline instead of simply referring to one location to read organization EEC.
 - Joe noted that participants must acknowledge their ability.
 - A friendly amendment: remove first asterisk related to \$; flip two sentences in third asterisk.
 - All 11 EEC apply to skills courses. The first 6 apply to adaptive courses only.
 - Ben asked how much, realistically, will our work change? Answer: not much, truthfully. Steve said that changes are needed to bring the organization up to speed.
 - Steve thanked Joe for his efforts on crafting the new EEC.
 - Voting: For: 14. Against: 0. Abstain: 0. Motion passed.

New Business:

-Steve Hutton

- Discipline Specific Book/Pamphlet project (Chris)
 - ACA wants discipline-specific books to supplement the Instructor Manual (p. 286 in packet)
 - Disciplines need to decide if they want one or multiple books.
 - Eventually booklets will have to be standardized.
- First draft of revisions to SEIC Bylaws (Chris)
 - Included in meeting packet, p. 288. Revisions include
 - DIF changes (Will await recommendations from Greg's workgroup)
 - Common charter language for discipline committees
 - Term limits for discipline committee officers
 - Clearly stating what SEIC Board means
 - Clearly defining and stating role of SEI Instruction Committee
 - A change in wording: SEIC meets *before* ACA annual meeting, not *at*

- Classroom Facilitator/Instructor Program (Chris)
 - Was devised to meet USCG auxiliary/power squadron need, but they went a different direction
- ACA Incident Reports (Steve Hutton)
 - *Not addressed*
- ACA Forms (Steve Hutton)
 - Policy manual states that instructors, ITs, and ITEs must use current forms on ACA web site.
 - The only form that can be deviated from is the evaluation of ITs/course by ICs
- SUP Committee Motion: Level 1 and 2 Curriculum Revision (Josh Hall)
 - Josh explained that this late motion serves to clarify skills changes in these curricula.
 - Josh will write a short article explaining the changes.
 - Votes in favor: 14. Motion passed.
- IPC report on new credentialing course (Mike)
 - Mike announced that he plans to develop a proposal for the next meeting on the Paddlesports Safety Facilitator Certification. He previewed the proposal so far:
 - A one-day course, with classroom and on-water components, built from Quick Start, Smart Start, Paddle Safe Paddle Smart elements and Operation Paddle Safe exams.
 - It will include modular skills components for canoe, kayak, and SUP.
 - Facilitators would not be delivering on-water component.
 - Targeted at liveries, etc.
 - The program will increase ACA exposure.
 - Offered by L1 or higher instructor with a Paddlesports Safety Instructor endorsement.
 - Endorsement delivered by L1 IT/ITE or higher.

Upcoming SEIC Meeting: February 5, 2016, in Fredericksburg, VA

Plus / Delta for Meeting

Concluding feedback included many positives: Difficult issues were handled in a nice manner. Much was accomplished. Nobody walked out. The meeting was interesting, and lunch was great. It was great to see old friends and make new ones. The large number of meeting attendees was a positive. This number included many visitors at a high level, some of whom were in town for the IT conference. The opportunity for passionate discussion was appreciated.

Several expressed appreciation for the ACA staff, and for everyone's efforts in trying to evolve paddle sport. Keith thanked everyone for their support of the BSA. Becky was amazed that the ambitious agenda was successfully tackled, and she thanked everyone for not talking too much. Chris thanked volunteers for their time and energy. Kelsey thanked everyone for being at the meeting, saying "You're the reason I work."

A suggestion was perhaps embedded in Gordon's comment complimenting the running of a "tight ship," as he added, "maybe too tight."

Michael moved to adjourn. Greg seconded.

The meeting was adjourned.