

# September, 2014 SEIC Meeting Minutes



**Date:** Thursday, September 11, 2014  
**Location:** GoTo Meeting - Tele-Conference  
**Time:** 7:00 PM to 9:00 PM

Safety Education & Instruction  
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## Attendees

SEIC Members: Steve Hutton, Todd Johnstone-Wright, Robin Pope, Charlie Duffy, Beth Wiegandt, Larry Ausley, Ed Schiller, Jim Virgin, Joshua Hall, Elaine Mravetz, Jim Virgin

Liaisons: None present

Office Staff: Chris Stec, Kelsey Bracewell, Joe Moore, TJ Turner, Amy Ellis

Guests: Rusty Cooper, John Browning, Larry Gioia, Becky Molina

## Quorum Tally

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

## Voting Members

SEIC Chair	Steve Hutton	SEIC Vice Chair	Todd Johnstone-Wright
SEIC Secretary	Charlie Duffy	SEIC Post Chair	Robin Pope
River Canoe	Beth Wiegandt	River Kayak	Larry Ausley
SUP	Joshua Hall	Rafting	Jim Virgin
Coastal Kayak	Ed Schiller	AP	Elaine Mravetz

Our tally for this meeting was:

Total Potential Voting Members: 30

Total Active Voting Members: 16

Total Attendance: 11

Percent Voting Member Attendance: 69%

## Motion to temporarily suspend timeframe/location in SEIC Bylaws

The meeting was opened by Chris Stec & Steve Hutton. The first order of business was a motion to temporarily suspend our bylaws requirement for a face-to-face meeting. This alternative meeting format was deemed necessary to ensure the SEIC had as large a number of voting members as possible.

Motion to suspend Face-To-Face Requirement: Vote: Unanimous

## Opening Remarks & Introductions

Steve Hutton provided brief opening remarks and thanked all for attending this unique meeting format. The meeting agenda compressed our usual 8 hour format into 2. Some discussion on the usage of Go To Meeting and the ACA Conference line (Audio) were provided.

## Past Meeting Minutes

The meeting minutes from the February, 2014 meeting in Columbus, Georgia were approved unanimously.

### **DIF Committee Reports**

- No DIF Chairs were able to attend this meeting nor any substitutes. The Dixie Division provided a brief written report which was included in the pre-meeting packet.

### **Instruction Committee Reports**

- Touring Canoe - Not in attendance. Charlie Wilson is the current chair but was unable to attend.
- River Canoe (Beth Wiegandt):
  - A written report was provided and included as part of the pre-meeting packet.
  - Followed up on minimum experience requirements for IT/ITE applicants. The general consensus is no need for change at this point.
  - Also discussed L4/L5 prerequisites. L4 seems fine as is. Continuing discussions on L5 to ensure consistency among the disciplines.
  - RCC is a panel member on the BSA Merit Badge panel this past Winter and early Spring.
  - RCC sent the GSA national name contacts to Chris and Steve and GSA also mentioned that they are in the process now of revamping their outdoor program.
  - 2015 Objectives:
    - Electing officers to fill vacancies.
    - Minor updates/clarifications to the curriculum.
    - Grow the IT/ITE corps, especially in under-served areas.
- River Kayak (Larry Ausley):
  - A written report was provided and included as part of the pre-meeting packet.
  - Helen Todd was appointed as an affiliate RK Committee member.
  - River Kayak worked on several proposals at the request of the Standards Committee:
    - Reduce the minimum number of candidates for L5 ICW from four to 2.
    - Authorize teaching credit for qualified lower level Instructors up to their level in higher level courses.
  - The RK Charter was provided to the ACA Office
  - Several clarifications of standards were requested from the Standards Committee:
    - Do the + ratings (International scale) exceed the curriculum standards?  
Although the consensus was yes, a formal written opinion from the Standards Committee is requested.
    - Can under age students attend an ICW and if successful, gain certification upon turning 18? The consensus was yes.
  - Several projects/efforts were initiated:
    - Gain consistency for Level 4 in all disciplines for prerequisites.
    - Develop L2 SOT instructor criteria (being coordinated by IPC - Mike Aronoff).
    - Develop white paper and possible video resources for public education about river hazards.
    - Consider development of a joint river kayak/river canoe day--trip leader assessment.
    - Improving time/cost effectiveness of instructor certification.
    - Refinement of instructor update curriculum/specifications.
  - RKC clarified in writing the rescue skills required for Level 4 Instructors.
  - RKC per the Standards Committee request provided their take on IT/ITE minimum experience requirements.
- Coastal Kayak (Ed Schiller):
  - The Coastal Kayak Committee has not had a formal meeting since last February although there have been several email discussions amongst members.
  - A CKC Subcommittee was formed to develop a viable Trip Leader/Guide Endorsement (Certification?) curriculum for presentation to SEIC. Although progress on the TL/G curriculum

has stalled, it is hoped that a formal proposal will be ready for submission to SEIC at the February 2015 meeting.

- CKC elections are overdue. An executive committee slate is being developed and once voting is complete, a new executive committee and working group should be in place effective January 2015.
- Surf Kayak - Not in attendance
- Safety & Rescue (Sam Fowlkes):
  - The ACA Safety & Rescue Committee has been holding regular conference call meetings in 2014, taking only the month of July off.
  - Higgins and Langley Award publicity for the ACA has put the ACA rescue program front and center in the international professional services community! Sam Fowlkes and Robin Pope attended accepting the award on behalf of the ACA.
  - The 2015 SWR Conference -
    - Dates have been set for October 8 through 11.
    - The 2015 schedule will include a beginner and advanced track with an extra day for presenters to exchange ideas. A brainstorming session will be held on 10-20 at the conference site to explore possible topics and presentation methods.
    - Professional videographers Steve Runnells and Bill Corley, who shot hours of footage at the 2013 ACA SWR Conference found editing very problematic due to venue limitations and sound issues. It is likely that the ACA will not have instructional quality videos but will have an excellent promo DVD for the 2015 conference.
  - Justin Padgett designed a survey to provide a vehicle for ACA SWR instructors to give feedback on current curricula. The survey was sent out to all ACA L-2 through L-5 instructors, trainers and educators. The results were tabulated and are under discussion. Some interesting results were received.
  - Safety & Rescue Committee members are charged with a curricula review and update for 2014-15. The survey results are providing some direction for additions and deletions in curricula modules.
  - A professional services oriented swift water rescue course with an NFPA focus is under discussion and may be developed over the fall/winter months.
  - Aaron Peeler designed a Facebook page for ACA SWR Instructors. This has been well received and is an effective tool. This serves as a forum for ideas, techniques, incidents and Safety & Rescue Committee News. Jim Coffey and Aaron Peeler are the site monitors.
  - Jim Coffey has been working with NRS on a short series of rescue technique topics titled "Quick Tips." S & R Committee members have been providing some material for Jim.
  - Aaron Peeler and Jim Coffey will attend the International Association of Water Rescue Professionals in Indiana to be held in September of 2014.
  - JPE: Several members of the S & R Committee have submitted articles for publication (with some still under review) including Robin Pope, Justin Padgett, Mile Mather and Charlie Duffy.
  - We are looking to expand the ACA SWR program and continue the momentum gained by the positive aspects and response to the SWR Conference.
  - Recruitment of top SWR instructors from around the world to continue our international momentum.
- Rafting (Jim Virgin):
  - The Raft discipline held a very successful ITDW which produced the initial batch of provisional IT's.
  - Planning to complete the L5 curriculum (Paddle & Oar).
  - Significant traction with various rafting outfitters across the nation but especially in the East. Plans are to target the lead raft guides in outfitters as an IT level.
  - Considering some sort of course for general public rafting clients.
- Adaptive Paddling (Elaine Mravetz):
  - AP has been very active with a number of APWs this year.

- APC met in person at the ACA office in Fredericksburg, Virginia.
- The first AP Summit will be held this week in Grand Rapids, Michigan. APC has received great support from Joe Moore (SEI).
- More ACA Instructors appear to be taking the APW - either the 2 day or 4 day - than in previous years, and we are very happy about that because it is specialized training that can compliment whatever their certification is.
- The current instructional AP IT / ITE corps stands at 17 with one additional IT inactive due to family care issues. 1 AP IT candidate is scheduled to complete certification requirements in 2014, and one additional AP IT candidate has begun the mentoring program toward certification.
- APC also has an excellent web presence on the ACA website.
- IPC - Not in attendance
- SUP (Josh Hall):
  - Working on the L3 Coastal SUP curriculum which is planned to be submitted in the February SEIC meeting.
  - The new SUP Yoga program launch was a great success. This has been kick-started as an endorsement to L1 SUP Instructors with 200 hours of HR Yoga Alliance Yoga Certification. We now have 17 Instructors with this endorsement.

### **Liaisons**

- None were able to attend.

### **Standards Committee**

- Standards Committee terms run for two years and end this year on December 31, 2014. We need to elect a new slate of candidates for the following positions:
  - Chair
  - Vice Chair
  - Secretary
- Steve Hutton is willing to remain as the Chair and Robin Pope as the Past-Chair. That leaves the Vice Chair and Secretary positions open. Nominations and the election will be held later in this meeting.
- Since the SEIC Meeting on 2/21/14 in Columbus, Georgia, the Standards Committee has devoted significant time to reviewing and dispensing multiple IT and ITE applications.
- SEIC Vice Chair Todd Johnstone-Wright has continued to pilot and refine a Coaching Process course which provides additional training based on current academic research about teaching and learning. The Standards Committee anticipates this course will be ready for implementation by the 2015 Instructor Trainer Conference which will be a meeting for all ACA Trainers and Trainer Educators. This will be the first time the ACA has ever offered a conference targeting IT's and ITE's specifically, and we anticipate this will provide invaluable opportunities for our most influential and active volunteers.
- The Standards Committee has continued to author or solicit others to submit articles for the JPE which address recurring issues that the Standards Committee sees as areas for improvement among the IT and ITE applications we review. Specifically, these have included articles on ACA paperwork and the importance of accurate and thorough completion, First Aid Considerations Article and a Risk Management article.

### **Old Business**

- The office requests disciplines provide Kelsey Bracewell with any updates to the current SEIC contact roster via email
- ACA Grant Status
  - \$400,000 in grant funding.
  - Video with BSA and Phase 2 communications grant.

- New ACA Paddling iPhone & Android phone app launch, please provide reviews. Some small issues with surf. Several mentioned the app was difficult to find on the Apple Store Site.
    - Life Jacket Grant, Keep America Beautiful Grant. Diversifying.
  - BSA, GSA, USCG, TRR, etc. Updates
    - Jim Virgin holds a seat at the national level of the BSA and several Rafting Committee members have contributed.
    - Several GSA contacts have been provided to Chris Stec and he plans to follow-up on these leads.
    - Nothing significant to report from Team River Runner.
  - State Director Program Roll-out
    - The roll-out of this new initiative was lead by Amy Ellis. Several GoTo Meeting calls were held with up to 40 online. Trying to fill remaining positions for each state but most are filled. A November kick-off meeting for all State Directors has been scheduled at the office in Fredericksburg, Va. The State Director initiative is a Staff driven program, not SEIC or BOD. It was planned this way to ensure flexibility and not encumbered by rigorous bylaws. Jim Virgin is the head of the ACA Division Chairs. There is no overlap with the ACA Divisions. If the State Director Program is successful, this will be integrated with the Divisions. The state Directors need to know who their DIFs are. These are not voting members in the SEIC. Not all state directors chose an education coordinator but can expand in the future depending on volunteers. The office staff are managing this new program.
  - Status of the NASBLA SWR Curriculum
    - 9 months ago NASBLA wished to start a curriculum for first responders. This would be targeted to law enforcement officers and the class duration would be one day.
  - SEI Report
    - Due to the limited time for this meeting, the SEI report concentrated on certification metrics:

<b>Discipline</b>	<b>Currently Certified</b>
Canoe	2476
Kayak	4548
SUP	746
Raft	103
Rescue	367
Adaptive	239
SUP Yoga	18
International	548
ITEs	83
ITs	232
Total	9360

- Total Individuals: 7308
    - 2014 YTD Certifications: 1494 compared to 2013 (same time period): 1621
    - 2014 YTD Assessments: 223 compared to 2013 (same time period): 112
  - Homework Assignments:
    - DIF Working Group Assignment Status: Only one response received, no change in status.
    - Publication of the Sam Fowlkes DIF document on the ACA website: No change in status. A new State Director program is being launched which may require coordination with co-located DIFs. Additional discussion will be needed to determine how best to collaborate. Chris Stec will keep us advised on the progress of this new program.
    - Documenting "Instructional Best Practices": No change in status.

- Publication of discipline current bylaws: All of the disciplines have provided their charters. The Office still needs to update the website. A recommendation was made to consolidate these charters as there is a great deal of repetition. Sam Fowlkes has volunteered to help.
- The Touring Canoe Vacancy has been filled by Charlie Wilson
- IPC Survey results (L1 River Canoe): No report provided as Mike Aronoff couldn't attend this meeting.
- Develop an L2 SOT through the IPC: Work in progress.
- Develop a public education resource for river hazards – white paper: River Kayak Committee Dave Herpy wrote a white paper. Received a grant from the USCG & Boy Scouts. Phase one of the filming has been completed.
- Misc: Inform the public on paddle sports education. How can we make the ICW process more efficient? Whitepaper – ACA partnered with the Coast Guard on a potential grant – need a video.: No change in status.
- Rafting charter: Work in progress
- Girl Scout Liaison Recruitment: Met with some as well as Beth. Hard to find someone in the national leadership. Beth passed on some contacts to Chris. Plan to continue to reach out. Also Girl Scout Convention – SEI staff looking into.
- Clean-up the L3 SOT certification and assessment documents - Coastal Kayak Committee: No change in status
- Develop a proposal to move from our present time/tenure requirements to begin the IT process to a certain number of courses taught: Nothing new to report. Survey sent out, wait for the Paddlesports Conference. Kelsey keeping track of metrics.
- The office is planning to update the IT Application to provide a checklist: Plan to update the form. Document when the IT process starts. Offer having candidates send in their first co-teach paperwork for review. Mentorship is an ongoing issue. Todd suggested a mandatory ITDW.
- Trainer Evaluations - Why do we need the? How can we improve? This will be revisited in the Spring, 2015 meeting.
- First Aid Industry standards and what is appropriate for the environment. No change in status but a First Aid Considerations article was published in the JPE.

## New Business

- Task list for the next meeting: The Secretary will compile and send later.
- Date for the next meeting:  
**Friday, February 20 in Fredericksburg, Virginia**
- SEIC Strategic Plan. No changes identified at this point. The BoD plans to discuss in the ACA BoD meeting in February.
- A new IT Process Start Form. The office will develop so IT candidates can notify the office when they plan to start this process. The office plans to deliver a draft by February.

## Proposals

- Sponsor: Standards Committee
  - Motion Number: M20140911-A
  - Title: Modify minimum participants for L5 Instructor IDW, ICE, ICW
    - Vote: Yea - 10, Nea - 0, Abstain - 0
    - **SEIC Status: Passed**
    - **ACA Board Status: Passed**

Motion Wording:

Modify SEIC Policy Manual chapter 6.B.2 from:

*“2. Each IDW or ICE shall have a minimum of four candidates enrolled, to allow practice in*

*class management and to provide adequate exchange of teaching ideas. The SEI Department may authorize an exception to allow an IDW or ICE to occur with a course minimum of fewer than four participants.”*

to:

*“2. Each IDW or ICE shall have a minimum of four candidates enrolled, to allow practice in class management and to provide adequate exchange of teaching ideas. In IDW, ICE or ICWs with student:instructor ratios lower than 5:1, each IDW, ICE or ICW should have a minimum of two candidates and a maximum up to the number allowed by student:instructor ratios. The SEI Department may authorize an exception to allow an IDW or ICE to occur with a course minimum of fewer than four participants.”*

- Notes: All but Coastal Kayak concurred with this proposal. Their concern is the L5 level is considered to be a leadership level. Coastal Kayak plans to mitigate by having a suitable number of qualified practice students to ensure the party size demonstrates leadership. A friendly amendment was offered to change Should to Shall which was accepted.
- Sponsor: Standards Committee
  - Motion Number: M20140911-B
  - Title: Modify SEIC Policy on Teaching Credit for Lower-level instructors
    - Vote: Yea - 10, Nea - 0, Abstain - 0
    - **SEIC Status: Passed**
    - **ACA Board Status: Passed**
  - Motion Wording:

Modify SEIC Policy Manual chapter 2.D.3 by appending:

"A current ACA instructor who acts as a qualified assistant to a higher **level** instructor in a skills or assessment class *in their certified discipline* may report their assistance as a qualifying teaching credit *at their own certified level* as long as they provide instruction and their teaching contributions to the class do not go beyond the body of knowledge contained within their own **level**. The higher-**level** instructor must decide that the **lower-level** instructor has the paddling skills necessary to safely provide assistance to the course just as they would for any qualified assistant."

- Notes: Modify chapter 2. L2 Instructors can assist with L3 courses and get credit for their level. No need to add within their instructional venue. Make the changes as 2.D.4.

## Wrap-up

The general consensus was highly favorable of this shorter format meeting using Go To Meeting. Remote access enables many more SEIC members to attend and will eventually overcome the declining participation. It looks like the SEIC go back to one meeting in Fredericksburg, Virginia and the other at varying locations around the country. Another advantage of the compressed teleconference meeting format is the ability to consider scheduling additional meetings. Many of the disciplines have been using this approach for quite some time.

## SEIC Action Items

Action Item	Assignment	Comments
Publish the ACA Strategic Plan on the ACA website	SEI Office	Needed to properly complete SEIC motions
Update and publish the DIF article written by Sam Fowlkes	Chris Stec	Helps new DIF chairs to be effective. <b><i>The new State Director Program may impact this action item.</i></b>
Send latest discipline charter to Chris Stec	All Disciplines	All but Rafting have completed this task <b>Completed</b>
Distribute the IPC survey results to the discipline chairs	IPC Chair (Mike Aronoff)	Beth Wiegandt needs for her effort on Instructor Update documentation
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
Develop a L2 SOT through IPC	IPC Chair (Mike Aronoff)	
Develop a public education resource for river hazards – white paper	River Kayak (Larry Ausley)	<b>Completed</b>
How can we make the ICW process more efficient	Steve Hutton	
Publish a new IT Start form with a checklist	SEI Office	Helps to guide new IT applicants
Develop Adaptive Paddling Endorsement maintenance requirements	Joe Moore	Many Adaptive Paddling instructors haven't taught a course in many years
Update the ACA skills report form – add whether the student has a disability	SEI Office	Helps to gather necessary metrics for future grants <b>Completed</b>
Develop new Rafting charter	Rafting Chair (Jim Virgin)	Required paperwork
Clean-up the L3 SOT certification and assessment documents	Coastal Kayak (Ed Schiller)	<b>Completed</b>
Publish the new required Trainer Evaluation form	SEI Office	Robin provided the latest version of the questions from the Standards Committee
Develop a proposal to move from our present time/tenure requirements to begin the IT process to a certain number of courses taught	Robin Pope	Target the February, 2015 SEIC meeting
Prepare a proposal for the Fall meeting to reduce the minimum number of students for L5 ICW (IDW or ICE) to two to support a recent change adopted from the River Kayak and River Canoe	River Kayak (Larry Ausley)	<b>Completed</b>



## SEIC Action Items

disciplines		
The Value Proposition for Course Reporting	SEI Office	Helps Instructors understand the need for timely course reporting and how this helps them
Trainer Evaluations - Why do we need them? How can we improve?	Standards Committee	
First Aid Requirements Memo	Steve Hutton	Target the February, 2015 SEIC meeting
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
Submit a new L3 Coastal SUP curriculum package	SUP Committe	Target the February, 2015 SEIC meeting
Document Instructional Best Practices	Steve Hutton	
Publish a consolidated discipline charter	SEI Office & Sam Fowlkes	
Girl Scout Liaison Recruitment	SEI Office	Provide an update in the February, 2015 SEIC meeting