

Electoral Board Meeting Minutes
Board Meeting Minutes: January 19, 2017, 3:30 pm at Registrar's Office,
Winchester, Virginia

Board Members:

Present: Geoff Lukens, Jody Elson, Vice Chair, Deborah Ward, Secretary, and Liz Martin, Registrar.

Proceedings:

Meeting called to order at 3:49 pm by Secretary, Deborah Ward
Minutes from December 5, 2016 reviewed and approved by Electoral Board. Minutes to be posted on City of Winchester website.

Old Business

Offices supplies for Electoral Board (EB) Office – Order erasable whiteboards. Compare pricing before purchase. Registrar recommended a cheaper substitute material. Will check in to the recommendation.

Send out thank you cards to Officers of Election (OEs. Can combine with OE reappointment letters. To be completed by EB first week in February.

Discussed putting upcoming training and election dates for 2017 on card stock to send to OEs. Useful as a reminder for OEs. Have available card stock. Also, email OEs dates and reappointment information.

New Business

Names for appointment of EB Member submitted by Democratic Party Chair to Clerk of Court. EB seat will be available March 1, 2017. Current EB Secretary term ends 2/28/2017. Term for new EB member will run March 1, 2017 to February 29, 2020. EB Members to meet first week in March to welcome new Board member and reassign EB positions.

Dual Primary expected in June for governor race. Secure dates for precincts and Assisted Living Center for training.

June 07, 2017 – Training of OEs

June 13, 2017 – Dual Primary

November 1, 2017 – Training of OEs

November 7, 2017 – General and Special Election

Officer of Election Considerations

Organize envelopes for OEs to streamline the Statement of Results/end of night Election process.

Schedule a date for Head Officers and Assistant Head Officers' meeting prior to training date.

Set up an OE get together in April to reconnect and mingle prior to training and election. Arrange refreshments. Set a time/date at next EB meeting. Identify Forms/Procedural Officer and key individuals for OE positions for upcoming elections. To be done in February for OE reappointment. Discussed securing packing of the bag training for OEs. Possible contest to encourage proficiency in packing bags/equipment after an Election.

Additional Business

Attendance of Registrar and EB at Homestead – VEBA Convention March 2-4, 2017.

Use pre-register if attending.

Budget allows for attendance for Electoral Board.

May need to realign budget if over a line to cover unexpected costs for 2017-2018 fiscal year.

Next meeting: **Friday, February 3, 2017 at 3:00 pm.**

Meeting adjourned at approximately 5:45 pm

Minutes submitted by Secretary, Deborah Ward