

**City of Winchester Electoral Board Meeting Minutes**  
**(Board Meeting Minutes: December 5, 2016, 3:30 pm at Registrar's Office,**  
**Winchester, Virginia)**

**Board Members:**

*Present:* Geoff Lukens, Chair, Jody Elson, Vice Chair, Deborah Ward, Secretary.

Also in attendance - Liz Martin, Registrar.

**Proceedings:**

*Meeting called to order at 3:50 pm by Secretary, Deborah Ward*

*Welcomed new Electoral Board member, Geoffrey "Geoff" Lukens, Chair. Elected to a three-year term to end 2/28/19.*

*Minutes from September 2, 2016 and October 7, 2016 reviewed and approved with corrections. Minutes to be posted on City of Winchester website.*

**Old Business – Election Wrap Up.**

Reviewed canvas statements – Approved by Board.

Discussion on nature of the canvas for future – to be tabled at another Board meeting.

Election went well – discussed issues involving new ballot machines (OVO and OVI).

- Additional Officer of Election training to involve language regarding OVO ballot box.
- Post the information concerning OVO ballot box in precincts
- Organize the list of OE forms the beginning of Election Day to avoid multiple trips to precincts throughout the day.
- Will continue to add to the list upon review of notes by Vice Chair.

Letters sent to provisional voters by Registrar

Precinct recognition letters to be sent out by Board

New laptop/precinct bags worked out well.

Will need to train OEs on packing the bags correctly.

Possible contest among precincts on accurately packing their bags. First one in with bag will win a prize. Will discuss it further in 2017.

Possible budget addition for live and electronic training in 2017 for OEs – will consider it as next budget is created.

War Memorial – Need to communicate quickly if assistance is needed by OVO/OVI technician.

Always assure and inform voters of any changes – consider improving OE customer service skills to assist voters each election.

Training on alternate ballot for issues. Use of language to accommodate voter concerns during issues on Election Day.

Look at obtaining OE appreciation pins, certificates, etc. Recognize their hard work and service to the voters of Winchester in some way.

Conduct forms training with Head Officers and Assistant Head Officers in 2017.

## **New Business**

Purchase offices supplies for Board – white board, desk calendar for 2017, and cork board. Will assist in keeping dates for 2017 elections.

Budget Proposals for F2018

- Begin working on the budget for F2018 during next Board meeting.

#### State Solution for electronic poll books

- Dept of Elections will end its contract with DemTech which supports the Advocate electronic poll book software. City of Winchester can purchase through an approved vendor for a system if we like.
- Dept of Elections will continue to provide pollbook data using VERIS. There is a \$35 charge per unit that covers licensing and support for jurisdictions still wanting to use Advocate. Rate is good until 2018.
- Dept. of Elections developed electronic pollbook software that is free to jurisdictions. Passed all checkpoints needed by the State Board of Elections pollbook certification requirements.
- Should we continue using Advocate paying the \$35 or use the new free software?
- Discussed possibly using the City of Winchester IT department to maintain our pollbooks. Currently, use contracted IT support. Will follow up with the City.

Next meeting: **Friday, January 13, 2017 at 3:30 pm**

- Meeting adjourned at approximately 6:50 pm
- Minutes submitted by Secretary, Deborah Ward