

Electoral Board Meeting Minutes

April 26, 2017, 3:00pm in the Registrar's Office

Winchester, VA

Board Members:

Present: Joanna Elson, Secretary, Geoff Lukens, President, Phil Milstead, Vice President and Liz Martin, Registrar

Proceedings:

Meeting call to order at 3:04pm by Geoff Lukens, Chair

Minutes from April 5, 2017 reviewed and approved by Electoral Board, Minutes to be posted on City of Winchester website.

Old Business:

Buttons: The Officer of Election Buttons will be changed to reflex a professional look. Trophy World will research and give us a selection of buttons to choose.

Nametags: Trophy World is working on the new name badges for Registrar's Office and Electoral Board Office.

Planning for Training of Officers:

Phil, Geoff, Jody and Liz are working on their presentations.

Ballot Custody- 30 minutes

Dual Nature and Primary – 10 minutes

Forms and Provisionals – 10 minutes

Electronic Poll Books – 15 minutes

Jody will talk about the new Statement of Results

Geoff will talk about the What If's and have the Officers of Election review the What If's.

Officers of Election Training:

Motion made and approved: For Training and Special CAP Training.

Officers that are seasoned and cannot attend the O.E. Training on June 7th will be able to attend the Head Officers training on May 16th. They will also need to watch the online training and bring the completion certificate.

The Board will need to eventually discuss having several training sessions available to accommodate the Officers of Elections busy schedules.

New Officers of Election for June Primary will be required to complete the online training and bring in the certificate of completion.

For the November election, all Officers of Election will be required to complete the online training and bring in the certificate of completion.

CAP Training: A separate training session for CAP has been set up for Wednesday, 5/31 at 3pm. at the Registrar's Office.

The Electoral Board will be meet on Wednesday, 5/17 at 3pm to discuss the agenda for CAP training.

What If CAP Election Day Guide: Liz will review Clarke Counties and Form Warehouse version to see if we can use one of their versions.

Assistant Head Officers:

Frederick Douglass, Rolling Hills and VA Ave. still need to have Assistant Head Officers appointed.

Precincts on Election Day:

Motion made and approved: Recruitment of Officers

Each precinct will have brochures on "How to become an Officer of Election". The greeter will be responsible for handing out the brochures and answering any questions. There will also be a suggestion box style with cards available for any interested person to leave their information.

Suggestions or Complaints: Liz will print card with the state number and website for anyone would that would like to make a complaint or suggestion. The cards will be placed at the Greeter table during the elections.

L&A Testing: Completed on Friday, April 21st.

One of the OSS machines had physical damage. It has been sent back to the manufacturer for repair.

We have 3 spare OSS machines. The machine was replaced with one of the spares so we could continue and complete the L&A Testing.

Facebook: The Board discussed having a Facebook page. The page would have to be under the City of Winchester website. The board will continue discussing at the next meeting.

Training Dates for Dual Primary and General and Special Elections:

May 16, 2017, Tuesday – Training of Head Officer of Election and Assistant Head Officers – 6-8pm- Registrar's Office

May 31, 2017, Wednesday – CAP Training – 3pm. – Registrar's Office

June 7, 2017, Wednesday – Training of O.E.'s – 6-9pm War Memorial Building

June 13, 2017, Tuesday – Dual Primary

November 1, 2017, Wednesday – Training of O.E.'s – 6-9pm War Memorial Building

November 7, 2017, Tuesday – General and Special Election

Next Meeting: Wednesday, May 17, 2017 at 3:00pm.

Agenda: Work on CAP Training

Meeting Adjourned at approximately 4:30pm

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