

City of Winchester

Electoral Board Meeting Minutes

Wednesday, December 6, 2017

1. Meeting called to order at 4:29pm.

At : City of Winchester Office of Election
107-A North East Lane
Winchester, VA 22601

Attendees: Secretary, Joanna Elson
Phil Milstead, Vice Chair
Liz Martin, Registrar
Geoff Lukens, Chair

2) Minutes from the Oct. 2nd Meeting were approved with a correction. Oct. 23rd Meeting was for Election Prep. which was not an official meeting.

Minutes from the Nov. 8 meeting were approved.

Minutes from the Nov. 13 meeting were approved with correction. Abstracts were sent out Nov. 14 by 5:00pm. Original hard copies were mailed out on Nov. 17. They were electronically sent then the hard copies were mailed.

3) Reviewing : Election Day Questions from the Head Officers Wrap up meeting:

A. Head Officers - Review through the Procedure Manual to make sure there are not corrections.

B. Have O. E. that have never trained on Pollbooks train at a special session.

C. On Election Day make sure that the school employees do not park near the precinct entrance. There needs to be parking for the voters. -Liz will talk to Chris Mathius at the Winchester Public School Administrative Office.

D. O.E. recommended that we have the two different parties represented for Pollbook and Ballot Officers. This is not mandated by the State Office.

E. Need to adjust the instruction on the What If's for when the pollbook show the wrong date.

F. Order more nametags and non magnetic tags for heart patients.

G. Change the Password annually.

H. The instructions in each binder should not be stapled together. Put in protector sheet.

I. More examples on the What If Sheets for Pollbook Officers.

J. Ballot training on not prefilling the folders with ballots.

K. Closing Instructions: Separate Ballot form for Write ins and non write ins

L. Election Day Guide Closing part remove.

M. Rolling Hills needs two more O.E. at their precinct.

N. Old Town needs fold out signs like Rolling Hills.

O. The Head Officers and Assistants need email addresses of O. E. at Training to e-mail Election Day instructions and food menu.

P. Vendor Change on Machines 3 cycles.

4) At the Feb. 5th meeting the E>B. Officers and Liz will go through the Election Day set up manual and set up the Pollbooks while following the instruction manual to make sure there are know corrections.

5) On Feb 26th- There will be a Pollbook Workshop at the Registrar's Office at 7:00pm for Head Officers and one Officer Of Election from each precinct. This will give the Officers a chance to walk through the instructions.

Electoral Board and Registrar discussed the option of reviewing the proposals the two vendors made for the new optical scanners in 2016. The board voted to drop the issue.

Meeting Adjourned at 6:06 pm.

Next Meeting: Monday, Feb. 5th at 4:00pm.

Minutes submitted by Secretary, Joanna Elson