

# City of Winchester

## Electoral Board Meeting Minutes

### Monday, Feb. 12, 2018

**1. Meeting called to order at 4:02 pm.**

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

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

**2) Reading of the Minutes from the Feb. 4, 2018 Meeting will be tabled until the next meeting on Feb. 20th at 4:00pm.**

**3) Moved to recess into work session on Disaster Plan:**

Disaster Plan will go into The Head Officers Binder, Pollbook Officers, Ballot Officers, Greeter Officers and Machine Officers Binders.

**Supply List needed of each Precinct:**

Plastic roll use to cover machine and ballots to avoid items getting wet.

OVO Backup battery - Order for all 7 machines- Talk with Kimberly about purchasing these.

OVO Machine

Generator from City and Schools

(1) Backup Battery for (1) laptop per 7 precincts

Radio/Walkie Talkies from City

(2) Tent- 10' x 10'

Sandbags for legs of tents

(8)Folding Tables- 20" x 40" and (12) chairs

(8 - 10) Clipboards

EPB Laptops

Ethernet Switch Cable

Flood Lights

(3) Surge protectors

I voted Stickers

Bungee Cords

Head Officers will need to review the Emergency Plan with their officers before the polls open in the morning. All officers will need to be aware of where to meet and what to take with them in an emergency.

Prince William County has a video and checklist of what to take from the precinct if there is an Emergency. Liz will print off a copy. The list will be revised inserted into the officers binders.

Out of Work Session 5:27pm.

4) **Geoff Lukens is working on the letter to Bill Fuller about handicap parking at Merriman's Precinct.** We will notify the Head Officer about putting additional cones out in the parking lot around the handicap areas.

5) **First Christian Church** has asked that we keep the front entrance of the church open for church members to access. The Campaign volunteers are standing under the overhang in front of the church. They are suppose to be 40 ft from the entrance to the precinct. We will have to ask the Head officer of Merriman's Precinct to ask the volunteers to not block the entrance.

6) **Conflict over the use of the kitchen** while the Old Town Precinct Officers are set up at Christ Episcopal. Liz will set up a meeting with Christ Episcopal Administration to talk about the use of the kitchen.

7) **Tax Law - How do we pay our Officers of Election?** There is a debate over whether we pay them as a Vendor or Employee. Liz is asking Human Resource at the city of Winchester.

Meeting Adjourned at 5:58 pm.

Next Meeting: Monday, Feb. 20th at 4:00pm.

Minutes submitted by Secretary, Joanna Elson