

Electoral Board Meeting DRAFT Minutes
February 3, 2017, 3:00pm in the Registrar's Office
Winchester, VA

Board Members:

Present: Jody Elson, Vice Chair, Geoff Lukens, President, Deborah Ward (By Phone), Secretary

Absent: Liz Martin, Registrar

Proceedings:

Meeting call to order at 3:30pm by Geoff Lukens Chair

Minutes from January 19, 2017 reviewed and approved by Electoral Board, Minutes to be posted on City of Winchester website.

Old Business:

Reminder to post Meeting Notices 5 business days before the meeting in the Registrar's Office.

Phil Milstead will start after Feb. 28th when Deborah Ward's term ends. Phil needs to get I.T. forms and Accounts Payable forms into the City of Winchester, Human Resource Department.

Deborah Ward will bring in payroll folder on the Officers of Election before the end of Feb.

Geoff Lukens read the Thank You letter that was sent to all Officers of Election. The Board wanted to thank the officers for their hard work during the Presidential Election.

Jody Elson and Geoff Lukens assembled the packets to send out to the Officers of Election which included: Thank you letter and save the date cards (listing the training dates and election date). If the Officers' term had ended and needed to be reappointed then they received the reappointment letter, oath or affirmation, acceptance of appointment and party representation form with the thank you letter.

The letters were mailed out the week of Feb. 6th.

Follow up with Officers of Election by e-mail after Feb 23rd if we have not received their reappointment forms.

Training Dates for Dual Primary and General and Special Elections:

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

New Business:

Review: CAP Training: General Officer of Election training they should attend on the Wednesday, June 7th from 6-9pm then that same week have a special training on absentee voting and processing.

Secure a date in April for Head and Assistant Officers of Election meeting for to go over form training and questions. They will need to decide what job each officer of election will have on the day of the election.

Liz Martin, Phil Milstead and Geoff Lukens will be attending the VEBA Convention at the Homestead on March 3-5, 2017. They will give a recap of the convention at our March Meeting.

2017-2018 Budget- Liz Martin and Geoff Lukens met several times to work on the budget. Finance has the first draft. Liz and Geoff will schedule a meeting in the next couple of weeks with Finance to review and firm up the budget. (Actually, Finance will call us to schedule it when they are ready to meet with us). May need to realign budget if over a line to cover unexpected costs for fiscal year 2017).

Next Meeting: Wednesday, March 8, 2017 at 3:00pm.

Meeting Adjourned at approximately 5:40pm

Minutes submitted by Secretary, Joanna Elson