

Electoral Board Meeting Minutes

March 8, 2017, 3:00pm in the Registrar's Office

Winchester, VA

Board Members:

Present: Joanna Elson, Secretary; Geoff Lukens, Chairman; Phil Milstead, Vice-Chairman; and Liz Martin, Registrar.

Proceedings:

Meeting call to order at 3:19pm by Geoff Lukens, Chair

Minutes from February 3, 2017 reviewed and approved by Electoral Board, Minutes to be posted on City of Winchester website.

Old Business:

Follow up on Officers of Election retention (reappointments and acceptance). We have received 29 completed oaths of reappointments and 4 that are outstanding. Liz will follow up to see if they are over at the Circuit Court.

Budget Update: The Proposed Budget was submitted on 12/31 for Fiscal year 2018. Liz and Geoff will be meeting with City Manager and Director of Finance on Friday, March 10th. Electoral Board wanted to make sure that the line item for buying new software for the poll books was in the budget. The state will no longer support the old software. Registrar has renewed the contract with DemTech for license & use of the Advocate EPB software through July 2018.

New Business:

Electoral Board Offices for 2017 – 2018 are Geoff Lukens, Chair, Phil Milstead, Vice Chair and Joanna Elson, Secretary.

State and City E-mail access need to be set up for Phil and Geoff.

State Template (written copy) for public meeting protocol for going into Closed-Session was passed out and discussed.

Relocation of the CAP Precinct – A motion was made to move the CAP Precinct to the classroom in the Active Living Center of the War Memorial Building at Jim Barnett Park. The Precinct was originally located in the Winchester Police Department. The Department needs this location and has asked that the CAP location be relocated to free-up their conference room. The Electoral Board approved the relocation of the CAP Precinct. Liz Martin will call and reserve the location.

Summary of new legislation affecting elections which passed and became a law. LIS is a website that gives you further information.

Delineation of duties for electoral board and registrar need to be merged and job descriptions need to be created. Electoral Board and Registrar will talk about the duties at the April 5th meeting.

Liz, Geoff, and Phil reported on the recent VEBA annual meeting. 100 days out from the June Primary.

Registrars comments and updates: Blinds will be replaced in Electoral Board Office and laptop office. June 13th is the final day to get all paper work in for ballots.

During the April 5th meeting, we will discuss and outline what material we will be covering with the Head Officers and Assistant Officers on April 18. Tabatha will be asking the Head Officers to tell them what they need in the red bags. We will be talking about what food we will be serving at the training.

Training Dates for Dual Primary and General and Special Elections:

April 18, 2017, Tuesday – Training of Head Officer of Election and Assistant Head Officers – 6-8pm- 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, April 5, 2017 at 3:00pm.

Meeting Adjourned at approximately 5:11pm

Minutes submitted by Secretary, Joanna Elson