

Electoral Board Meeting Minutes
May 25, 2017, 3:00pm in the Registrar's Office
Winchester, VA

Board Members:

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

Proceedings:

Meeting call to order at 3:01pm by Geoff Lukens, Chair

Minutes from May 17, 2017 reviewed and approved by Electoral Board, Minutes to be posted on City of Winchester website.

Old Business:

Provisional Ballots – ID Only: The voter has until Friday, 6/16 to show up with their I.D. for Ballot to be counted.

All Provisionals will have to be processed by noon on Friday, 6/16.

Canvassing Meeting: Electoral Board will meet on Wednesday, 6/14 at 9:00am. We will recess on Wednesday if we cannot close out all canvassing provisional until Friday, 6/16 at 9:00am.

CAP Training:

CAP Precinct will have 3 Officers working. They will work a half day from 3-7pm. The Officers will be paid \$65.00 for the half day. CAP will be in Electoral Board's Office at the City of Winchester Registrar's Office.

At the November Election CAP will return to the Active Living Center at the War Memorial Building.

Closed Session: During closed session, we discussed officers of election personnel. Session ended at 5pm.

Set up a mock election with fake absentee ballots for Republican and Democrat. This will give the Cap Officers a chance to process Absentee Ballots.

Liz will look through all CAP Forms and make sure they are up to date. Election Day Guide for CAP will need to be updated.

Preparation for the June Primary- Electoral Board will meet to prepare election material on Friday, June 9th at 9:00am and then meet again on Monday, June 12th at 9:00am to finish any preparation for Tuesday, June 14th Primary.

Training Dates for Dual Primary and General and Special Elections:

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: Canvassing - Wednesday, June 14, 2017 at 9:00pm.

Meeting Adjourned at approximately 5:15pm

Minutes submitted by Secretary, Joanna Elson