

Augusta County Electoral Board Meeting  
Augusta County Government Center  
Registrar's Office Board Room  
May 26, 2017

The meeting was called to order at 9:04 a.m.

Ruth moved to approve minutes of the April 25 meeting. Cliff seconded and the motion was approved unanimously.

Chris Chambers representing American of Virginia joined the meeting to discuss logistics of moving equipment, signs, and markings for various precincts. We answered questions and brainstormed the most efficient means of delivering and installing ramps and markings. We also reviewed access to buildings and best contacts for various polling places. Board members will call the scheduler at each location to alert them of (1) the need to store the ballot bin inside the building and (2) that American of Virginia is a legitimate contractor for the Electoral Board.

Connie reported that supply bags are packed for the June 13 primary. Ballots have been packed and sealed in bundles of 100. As of this morning there have been 24 in-person absentee voters and about 15 absentee ballots have been received. About 70 ballots have been mailed out. By unanimous consensus the Board decided that CAP will begin at 11:00 a.m. instead of 10:00 a.m.

Training will include detailed instructions on handling ballots, verifying the number of ballots received, and documenting ballots received, ballots used, ballots spoiled, and ballots unused. Instructions will include sealing of ballots. All officers will sign the seals.

Surge protectors will be provided for the OVO. The orange light on the OVO printer is supposed to light up at 15% of paper remaining. The light on our demonstration machine has been lit although nearly all the paper is still on the roll. We will follow up with Matt during the training.

At training and in communicating with technicians and student helper we will make a special emphasis on equipment care and gentle handling of the scanner during transport and storage.

Pens have been adapted with American flags and signs will be posted in privacy booths advising voters to use the provided pen.

Manila folders have been adapted as privacy sleeves and clipboards will be provided for curbside voting.

EPBs will be distributed in the roller cases without the laptop cases. All EPBs should be in the interior of hard sided roller cases with softer materials and supplies packed around. We need to tell chiefs why items are packed the way they are and how the information is used during the canvass. It is suggested that a picture of the packed case be taped inside the lid to aid in correct repacking.

We will have a combination of privacy booths and privacy screens at each precinct. Connie will determine the number based on about 50% of what is required for a General Election.

A precinct folder has been created with a supply list, site map, and site photos for American of Virginia and for each board member.

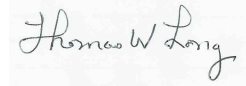
Cliff asked where on the county website the posting of our meetings appears as it seems to be buried. Connie will follow up on how to post our meetings on the county calendar as well as posting it on the Registrar's Office page.

Tom pointed out that due to officers's vacations and travel, etc. training over two weeks is preferable in the future. Also thanks to the staff for working during office hours with officers who cannot come to the scheduled training sessions.

The schedule for quipment distribution on Monday, June 12: Ruth 8 to 11 a.m., Tom 11 a.m. to 2 p.m., and Cliff 2 p.m. to 5 p.m.

The meeting adjourned at 10:53 a.m.

Respectfully submitted,



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Tom Long, secretary