

Augusta County Electoral Board
Draft Minutes of Meeting
May 29, 2019
Registrar's Office, Augusta County Government Center

- I. Call to Order. The meeting was called to order at 5:00 pm. Present were: Marcy Reedy, Vice-Chair; Cliff Garstang, Secretary; and Georgia Long, newly appointed member. Marcy and Cliff welcomed Georgia to the Board for her first meeting. Georgia noted that she thought because of the Memorial Holiday, insufficient notice of the meeting had been given (only 2 business days instead of three). Given that we have another meeting scheduled for May 30, which *did* have sufficient notice, the Board agreed to ratify anything decided in this meeting at that time.
- II. Approval of Minutes. Georgia noted an error in the minutes from the last meeting, which gave Ruth Talmage's retirement date incorrectly. Marcy moved approval of the minutes of the May 16, 2019 meeting with that correction. Georgia seconded the motion, which was approved 2 to 0, with Georgia abstaining as she had not been present at the May 16 meeting.
- III. Registrar's Report. Because Connie and Robin were busy preparing for the Officer of Election Training, there was no formal Registrar's Report. However, each Electoral Board Member was given a spreadsheet with the names of all of our officers and their training status. (Full contact information was to be provided on a separate document at the training.) Board members will contact the Officers who have not yet completed the online training because that must be done before June 7.
- IV. Continuing Business. In light of Ruth Talmage's resignation, the Board is required to reorganize and elect officers, a process that normally takes place in March each year. The Board discussed the roles and responsibilities of the various offices. Marcy then moved that the Board elect Cliff Garstang as Chair, Georgia Long as Secretary, and Marcy Reedy as Vice-Chair. Georgia seconded the motion, which passed unanimously.
- V. New Business.
 - A. Equipment Distribution. The Board discussed our respective shifts for equipment distribution on June 10, the day before the election. Because Georgia hasn't yet gone through this process, it was felt it might be useful for her shift to overlap with another Board member's shift. So Cliff will take the first shift of 8 to noon. Georgia will come in at 11 and will return at 1 after the staff's lunch break, staying until 3. Marcy will take the 3 to 5 shift. The Board will adjust these times after we see what the actual pick-up schedule is when the last Chief training is completed on June 4.
- VI. Other Business.
 - A. Public Comments. No comments were made by the public.
 - B. Board Member Comments. No comments were made by the Board other than to share with Georgia advice on taking care of some administrative matters such as payroll, email, security badge, access to online training, etc.

- VII. Next Meeting. The next meeting was scheduled for 5:00 pm, May 30, preceding the 6:00 training that day.
- VIII. Adjournment. The meeting was adjourned at 5:30 pm.

Respectfully submitted

A handwritten signature in cursive script, reading "Clifford Garstang". The signature is written in dark ink on a light-colored background.

Clifford Garstang, Secretary