

MINUTES
TRANSYLVANIA COUNTY BOARD OF ELECTIONS
February 26, 2019

The Transylvania County Board of Elections met to take the oaths, organize, and conduct business on Tuesday, February 26, 2019 at 10:00 AM in the office of the Board, 150 South Gaston Street, Brevard, Chair Sara G. Champion presiding. Others present were board appointees David Morrow, Lee McMinn, Pamela Dashiell, Michael Wainwright, Director Jeff Storey, Deputy Director Laura Owen, David Smith, Kathleen Barnes, and John Barker.

Deputy Director Owen administered the oaths to the appointed board members. **Chair Champion called the meeting to order.** The first item on the agenda was the organization of the Board. **Mr. McMinn made a motion to appoint David Morrow as Vice Chair. Ms. Dashiell seconded the motion. The motion carried. Vice-Chair Morrow made a motion to appoint Lee McMinn as Secretary. Ms. Dashiell seconded the motion. The motion carried.**

The board reviewed the schedule of meetings for 2019. Director Storey stated that the July meeting is on July 4 and asked to move the meeting to July 3. The meeting dates will be published and put on the website. **The board moved to accept the dates.**

Next on the agenda was approval of minutes from the previous board that was dissolved on December 28, 2018. The current board reviewed the minutes for October 26, 2018 through December 6, 2018. **Vice Chair Morrow made a motion to approve the minutes; seconded by Secretary McMinn. The motion passed.**

The Board viewed the duties and responsibilities for the Director. **Vice Chair Morrow made a motion to accept the duties and responsibilities of the Director as presented, seconded by Secretary McMinn. The motion carried.**

Next was an update on the Williamson Creek Precinct. Director Storey provided Board Members with a map showing the location of Cornerstone Presbyterian Church. He stated there is a possibility of incorporating this location in the Williamson Creek precinct and using the building as a polling place since no other building in the precinct is adequate. Director Storey explained that the State Board is redoing precinct lines and more information is expected soon. The director recommended visiting this again in March when more information should be available from the state board.

The 2019 timeline for Elections was presented to the Board. Director Storey explained the dates on the timeline reminding the Board that Voter ID implementation is subject to change based on the court decisions. The timeline identified key dates for the preparation of the 2019 Municipal and 2020 Primary elections.

Director Updates

- In the budget review, the purchase of new voting equipment was discussed. DS200, Express Vote and Balotar were explained for the new board member and a review for the group. Director Storey stated a storage unit rental would be needed for a short period of time to store the IVO machines. This will allow space for the new storage cages for the voting equipment. He stated there is no available storage on county property for the old machines. Director Storey reminded the Board of the budget review meeting with County Manager Jamie Laughter and Finance Director Jonathan Griffin on March 26, 2019 at 3PM. **Secretary McMinn made the motion to authorize Director Storey and staff to purchase phase one of voting equipment and supplies as approved in the budget. Vice Chair Morrow seconded the motion. The motion carried.**
- Director Storey addressed the NCADE training that will take place March 31 through April 2, 2019 in Hickory, NC. At this time, Director Storey is the only person from Transylvania County Board of

Elections signed up to attend. Director Storey said he has not received an agenda and he will update the board as this information becomes available. Chair Champion questioned the process of required training for Board Members. She stated as we go into budget preparation and with the addition of a fifth person, we should find out the requirements for Board Members to attend training. Director Storey explained the State will have a new certification process for Directors, Staff and Board Members.

- Director Storey gave an update on the vacant staff position. He stated he has four interviews scheduled at this time.

Chair Champion asked for public and board comment. David Smith, Party Chair for the Democratic Party, asked the about the requirements to consider a building for a polling site in the Williamson Creek Precinct. Mr. Storey will provide him the ADA guidelines.

There was no further business for the Board's consideration. **Vice Chair Morrow made a motion for the meeting to be adjourned; seconded by Secretary McMinn. The motion carried.** The meeting was adjourned at 12:00 noon. The next meeting of the Board is scheduled for Thursday, March 7, 2019 at 10:00AM for the Board to conduct regular business at the Board office, 150 S. Gaston Street, Brevard.

Respectfully submitted,



Lee McMinn, Secretary



Sara G. Champion, Chair



David P. Morrow, Vice-Chair

Pam Dashiell, Member

Michael Wainwright, Member

Approved by Board on: 7 MAR 2019

BOARD OF ELECTIONS
Sara G. Champion, Chair
David P. Morrow
Pamela B. Dashiell
Lee McMinn
Michael Wainwright

Transylvania County Election Center

DIRECTOR OF ELECTIONS
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2019 Schedule of Regular Meetings

Transylvania County Board of Elections

Regular meetings of the Transylvania County Board of Elections are held on the first Thursday of every month at 10:00 AM in the office of the Board, 150 South Gaston Street, Brevard, unless otherwise noted (*), rescheduled, or cancelled.

January 3, 2019

February 7, 2019

March 7, 2019

April 4, 2019

May 2, 2019

June 6, 2019

~~* June 25, 2019 (Board Appointments & Oath)~~

*July 3, 2019 (Wednesday, due to holiday)

August 1, 2019

*August 22, 2017 (Precinct Official Appointments)

September 5, 2019

October 3, 2019

November 7, 2019 (Cancelled due to absentee meetings)

December 5, 2019