

Northumberland County, Virginia  
Electoral Board  
Meeting Minutes

Date: October 10, 2017	Chair: Marion Cockrell	Present
Start: 9:30 AM	Vice Chair: Marge Rankin	Present
Adjourned: 11:00 AM	Sect: Joe Schlatter	Present

Meeting called to order by Chairman Marion Cockrell at 9:30 AM. All members present; General Registrar Kathy Davenport was available as needed; no members of the public were present.

**Agenda**

- Update Officer of Election folders
- Review Officer of Election assignments
- Review arrangements for support, November 7 General Election
- Review messages from State Board of Election
- Status of EB minutes posted to County website

**Update Election Officer folders**

EB members reviewed content of folders provided to Officers of Election; minor changes made to Equipment and Facilities folders. More work to be done on Reports Officer folder.

**Review Officer of Election assignments**

Callao, Precinct 1:

Joyce Keller will be out of town, returning day before election. GR contacted her, she will serve as OE.

Ruth Huber assigned, no specific duties.

Reserve Don Shearouse will be moved to Precinct 3A.

Light of Christ Anglican Church, Precinct 3A

Eve Jordan, Facilities Officer, will be out of town.

Don Shearouse, reserve at Precinct 1, will be asked to move to 3A as Facilities Officer. Secretary will contact him.

No further adjustments necessary.

**Review arrangements for support, November 7 General Election**

Vice-Chair Marge Rankin will ask Jim Rankin to arrange Smith Point Sea Rescue volunteers:

One needed, Monday, Nov 6, 7:30 – Noon; setup

One needed, Monday, Nov 6, 11:00 AM – 4:00 PM; assist precinct chiefs at GR office

One needed, Tuesday, Nov 7; 7:00 PM – Close; Jim Rankin will do this.

One needed, Wednesday, Nov 8, 7:30 – Noon; tear down

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**Review messages from State Board of Election**

Board reviewed several email messages from State Board of Election. Of concern is announcement of State-mandated audits of election results. According to SBE, audit will be similar to recount. This will require expenses to be added to budget:

Salary for at least four Officers of Election  
Travel allowance for Officers of Election  
Programming media for audit

Board will examine this requirement at later meeting.

**Status of EB minutes posted to County website**

Effective July 2016, EB minutes are to be posted to County website within one week prior to following meeting. Beginning in July 2016, Secretary provided approved, signed minutes to GR who forwarded them to County Administrator's office for posting on County website. Recently – date unknown – Secretary observed the minutes were no longer on the County website. Board will send letter to County Administrator asking that this situation be corrected to ensure the Board is in compliance with state election law.

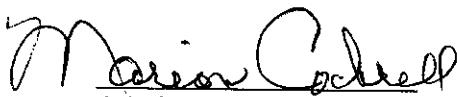
**Other business**

Board authorized GR to renew extended warranty and maintenance contract on voting machines. Funds are in Board budget.

**Next meetings:**

Tuesday, October 17, 10:00 AM: Review training for Nov 7 General Election  
Wednesday, October 18, 9:00 AM – 4:00 PM: Training for Chiefs and two precincts

There being no further business, the meeting adjourned at 11:00 AM.

  
Marion Cockrell, Chmn

  
Marge Rankin, Vice Chmn

  
Joe Schlatter, Secretary