

Northumberland County, Virginia Minutes of Electoral Board Meeting

Date:	Oct 14, 2025	Member Attendees		Present:
Location:	Registrar's Office	Chair:	Susan Ruberry	Yes
Call to order	9:38 AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	11:58 AM	Sect:	David Heath	Yes
Others Present:		Registrar:	Kathy Davenport	If needed
Guests Present:	None			

Previous Minutes: Minutes of the Oct 3, 2025 Special Electoral Board meeting have been approved and posted.

Agenda Items

1. Election Officer Status

- Reviewed precinct assignments and online training progress for Election Officers.

2. FOIA Request from Virginia Republican Party (Dated August 15, 2025)

- The Board and General Registrar (GR) have addressed two items from the FOIA request.
- Approximately three items remain to fully comply with the request.

3. September Financial Statements

- Discussed equipment purchase with the County Board of Supervisors (BoS).
- The Board emphasized the need for equipment to be in place before the June 2026 primaries.
- BoS committed to providing an update by the end of October 2025.

4. Officer of Election (OE) Training

- Chief and Assistant Chief Preparation Meeting: Scheduled for October 22, 2025.
- OE Training Structure:
 - Part 1: Online training with a mandatory final test.
 - Part 2: In-person, hands-on training scheduled for October 29 and 30, 2025.
- All training locations confirmed, and notifications sent to Election Officers.

Adjournment

- No further business was raised.
- A motion to adjourn was made, seconded, and passed unanimously at 11:58 AM.

Signatures

Signed and accepted on:

Date:

10/22/25

Susan Ruberry Chair



Austin Schmidt Vice Chair



David Heath Secretary

