

Northumberland County, Virginia

Minutes of Electoral Board Meeting

Date:	Dec 9, 2025	Member Attendees		Present
Location	Registrar's Office	Chair:	Vacant	
Call to order	9:43 AM	Vice Chair:	Austin Schmidt	Yes
Adjourned	11:32 AM	Sect:	David Heath	Yes
Others Present		Registrar:	Kathy Davenport	As needed
Guests Present:	None			

APPROVAL OF PREVIOUS MINUTES

The minutes from the November 5-14, 2025 canvass and the November 20, 2025 Electoral Board meeting were approved and posted.

AGENDA ITEMS

1. Certificates of Election

- The Board prepared, signed, and sealed certificates of election for all newly elected officials. The certificates will be delivered to the Clerk of the Court for pickup by the respective individuals.

2. V-Drive Status

- The Vice Chair will retrieve the V-drives from the Clerk of the Court.
- V-drives must be programmed in preparation for the June 2026 primary election, if scheduled as the first election of 2026.
- The Vice Chair will conduct a complete inventory of all existing V-drives to verify sufficient quantities are available for all potential 2026 elections.

3. Budget Review and Planning

- The Board reviewed current expenditures to identify potential shortfalls in the existing budget.
- Equipment purchase scenarios were discussed based on the anticipated 2026 election schedule.
- The Secretary requested input from Board members for the FY 2026-2027 budget. The goal is to complete a draft budget by December 19, 2025 for initial Electoral Board review.

4. Chief and Assistant Chief Election Survey

- A survey was distributed to all Chiefs and Assistant Chiefs with responses due by December 12, 2025.
- Survey results will be compiled and included in transition materials for incoming Electoral Board members.

ADJOURNMENT

With no further business before the Board, a motion to adjourn was made, seconded, and approved unanimously. The meeting adjourned at 11:32 AM.

Signatures

Signed and accepted on:

Date: 1.13.26

Vacant Chair

Austin Schmidt Vice Chair

David Heath Secretary


