

City of Falls Church Electoral Board
Meeting Minutes
February 25, 2016, 11:00, Dogwood Training Center

Board Members Present: Linda Neighborgall, Bill Wanlund and Renee Andrews

Board Members Absent: none

Others Present: David Bjerke, General Registrar

1. **Call to Order:** Linda Neighborgall, 11:10

2. **Public Comment:** None

3. **Approval of Minutes:** Minutes from February 4 were approved as presented.

4. **Appointment of Officers of Election:**
 - Motion: Linda moved and Renee seconded that the board appoint 6 new officers of election, who have read the job description and responded that they wish to be appointed.
Motion passed unanimously.

5. **Planning for March 1 Election:**
 - A. Election timeline was reviewed and updated.
 - B. We have discontinued using the Republican voter loyalty oath form.
 - C. Ted and Renee have printed and sealed all ballots and completed paperwork.
 - D. Linda and Madalyn will train the high school pages this afternoon.
 - E. Renee is working on assignment of officers of election. We have at least 8 officers per ward.
 - F. Dave has contacted Public Works to take over traffic management and parking at TJ. Kathy Allan called Renee yesterday to confirm that they will do so.
 - G. All officers except chiefs have been trained. Chiefs will meet tomorrow.
 - H. Linda and Bill will do day-before-election setup. Bill Andrews will help as well. 7:50 at City Hall Monday.
 - I. Renee has contacted Arlington Clerk of Court to arrange for delivery of materials March 2 and possibly March 4.
 - J. The board discussed bringing coffee to officers in wards where it is not available. We will get a Starbucks traveler for Wards 1 and 3 and donuts or bagels for all wards and deliver around 6am.
 - K. On Election Day we will meet in the office at 5:00 am to be available to go wherever needed.

- L. The “After Election letter” should be coming soon from ELECT. Members should review it as it concerns packing and disposition of election paperwork. Renee will contact ELECT since we haven’t received it yet.
- M. Voter information outreach: Bill’s article included as a guest editorial for the News-Press was well-received.

6. Electoral Board Items:

A. GREB update:

The GREB workgroup has not met since our last meeting. Next meeting is scheduled for March 21.

B. Posting of minutes on website:

Dave and Renee are awaiting OCOM training to facilitate posting of minutes on website. (They are behind after the blizzard.)

C. Bipartisan Policy Center Programs:

None of us were able to go to the program on presidential primary campaigns on February 22.

D. Swearing in for Linda Neighborgall:

The order has been drafted for Linda to be reappointed to the EB. Paul Ferguson will come at the end of chief training, 11:30 February 26, to swear Linda in with the chiefs present. Afterwards several people will go to Ireland’s Four Provinces for lunch.

7. General Registrar Items:

A. Budget:

Dave has submitted our departmental budget to the Finance Department. We were told to keep the same bottom line as last year, and Dave responded that that is impossible because: (1) the coming year includes the largest election in the cycle which will be more expensive to run (officers, postage, printing, supplies, etc.), (2) Dave is requesting a 5% salary increase for his staff (Ted, Gail, Madalyn) who have not had a raise in several years, and (3) we may need to purchase new voting equipment next year if the proposed legislation is passed banning DREs as of July 1, 2017.

B. Absentee ballots:

Absentee ballots have been mailed/emailed as requested. All deadlines have been met.

8. Other Items: none

9. Announcements:

Upcoming events:

March 1, 2016: Presidential Primary, dual

April 8-10, 2016: VEBA Annual Meeting at the Homestead – Linda, Renee and Dave are going.

10. Next Meeting(s): March 1, 5:00 am, GR office

11. Adjournment:

Respectfully submitted by:

Renee Bergmann Andrews, Secretary