

TRANSYLVANIA COUNTY BOARD OF ELECTIONS
ABSENTEE MEETING MINUTES
October 12, 2021

The scheduled meeting of the Transylvania County Board of Elections was called to order by Chair Champion at 5 pm on Tuesday, October 12, 2021, at 150 South Gaston Street, Brevard, NC 28712.

Present

Board Members:

Staff Members:

Chair:	Sara Champion	Director:	Jeff Storey
Secretary:	Lee McMinn	Deputy Director:	Laura Owen
	Sandra E. Watson	Deputy Director:	Julie Dennis
	Wendy Warwick		

Visitors: Judith West

Review and Approval of Agenda

Chair Champion asked for review of the agenda. **Chair Champion made a motion to approve the agenda as presented. The motion carried unanimously.**

Review and Approval of Previous Minutes

The board was presented with the minutes from the previous meeting. **Member Warwick made a motion to approve the board meeting minutes for August 17, 2021, and September 9, 2021. The motion carried unanimously.**

Resolution to Recognize Michael Wainwright's Service on the Board

Chair Champion stated that knowing Mr. Wainwright's background and experience in election law, she appreciated having him on the board. She asked that a copy of the resolution be mailed to Mr. Wainwright. **Secretary McMinn made a motion to approve the resolution in recognition of Michael Wainwright . The motion carried unanimously.**

Absentee Ballots

Director Storey and Deputy Director Owen provided an overview to the board of the staffs' process when receiving an absentee ballot request. The staff also discussed the initial steps taken when an absentee ballot return envelope is received. Ballots are considered curable, spoiled, or recommended for board approval. Voters are notified immediately when a ballot return envelope has an obvious error and the appropriate action is taken. Staff also described the process involved when ballots are received by mail and received in person. The staff and board thoroughly reviewed the procedures involved when ballot return envelopes are presented at absentee board meetings. The board is split into bi-partisan teams to review ballot returns

and then recommended for approval by board motion. In the presence of the board, approved ballots are opened and the CIV numbers are verified against the ballot return envelope. Ballots are then processed into the voting machine. The machine count is logged, and ballots are sealed and secured during each absentee meeting.

Deputy Director Owen informed the board there was 1 CIV ballot for consideration. Page 1 was reviewed by Secretary McMinn and Member Warwick. **Member Warwick made the motion to approve page 1. The motion unanimously carried.**

Approved: 1 CIV

DIRECTOR UPDATES

Director Storey provided the board with the updates for early voting. Deputy Director Owen trained the early voting workers today. Production equipment will be installed tomorrow, and the voting enclosure layout has been finalized.


Precinct official training was conducted October 7 where Chief Judge and Judge appointees were sworn in and given their oath.

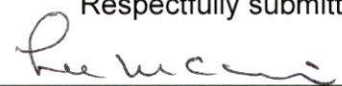
Board and Public Comments

Member Watson asked when the vacancy on the board would be filled. The director anticipates it will happen at the end of the year. Ms. West commented she anticipates being at most board meetings but will have conflicts for the provisional meeting and obviously Election Day since she is a Chief Judge in B1. There were no further comments.

On a motion by Secretary McMinn, the meeting was adjourned at 5:58 pm. The next scheduled meeting will be at 5 pm on October 19, at 150 South Gaston Street, Brevard, NC 28712 to consider absentee applications.


Sara G. Champion, Chair


Sandra E. Watson, Member

Respectfully submitted,

Lee McMinn, Secretary


Wendy Warwick, Member

Approved by Board on: 10/26/2021