

TRANSYLVANIA COUNTY BOARD OF ELECTIONS
ORGANIZATIONAL MEETING MINUTES
July 22, 2025

The regular meeting of the Transylvania County Board of Elections was called to order by Chair Cruickshank at 12 noon on Tuesday, July 22, 2025, at 150 South Gaston Street, Brevard, NC 28712.

Present

Board Members:	Staff Members:
Chair: Jim Cruickshank	Director: Jeff Storey
Secretary: Judith West	
Nona Walker	
Phyllis Owen	
Thomas A. Smith III	

Visitors: Kristi Brown, Kelly Gee, Barb Jackson, Herschel Johnson, Mike Owen, Jeanne Smith, Alice Wellborn

Board Oaths & Organization

Clerk of Court Kristi Brown administered the oaths to Board Chair Jim Cruickshank, Board Members Judith West, Nona Walker, Phyllis Owen, and Thomas A. Smith III. The Board proceeded to organize. **Member Walker made a motion to nominate Judith West as Secretary. The motion carried unanimously.**

Review and Approval of Agenda

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

Public Comments

None.

Review and Approval of Previous Minutes

The Board reviewed the minutes for the meeting held on June 12, 2025. **Secretary West made a motion to approve the minutes for June 12, 2025. The motion carried unanimously.**

Review of Director Duties & Responsibilities

Once every two years at the time of board appointments, the Board is presented with the current duties and responsibilities for the elections director to review. Member Smith asked for additional time to review the duties and responsibilities until after the state conference. **On a motion by Member Smith, the Board unanimously agreed to defer the review for 60 days.**

2025 Early Voting Implementation Plan

Chair Cruickshank asked the director to give an overview of the proposed early voting implementation plan. The director informed the Board the implementation plan will be due in August for the Municipal Election. The board was presented with previous turnout data, current voter registration, candidate filing numbers, and historical early voting plans. **On a motion by Chair Cruickshank the board unanimously approved the early voting implementation plan for the 2025 Municipal.**

DIRECTOR UPDATES

Director Storey indicated the Board should appoint chief judges and judges on Tuesday, August 19, 2025 by statute but the next regular meeting is scheduled for August 14. The director asked if the Board wished to move their meeting or have an additional one. **On a motion by Chair Cruickshank the board unanimously approved to move the regular August meeting to coincide with the August 19 appointment date.** The director will update the board calendar and send out public notice.

The director provided the Board with the agenda for the State Board of Elections conference on July 27-29. The Board discussed logistics and travel arrangements.

Director Storey informed the Board the EVS 6.3.0.0. voting system purchase request was approved by the county commissioners on July 14, 2025. The vendor will install the firmware updates while performing the annual preventative maintenance on equipment next month.

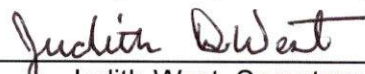
The director indicated the State Board of Elections has implemented guidelines for incomplete registrations to address the lawsuits and court rulings from the 2024 election. The State Board will send mailings to affected voters after August 15, 2025 once the reviewed data is returned from county boards.

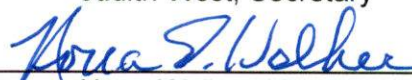
Director Storey provided the Board a brief summary of Numbered Memo 2025-01 regarding military and overseas voter changes based on court rulings.

There were no further updates.

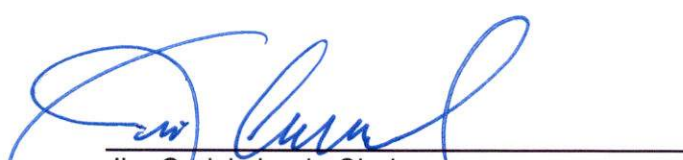
On a motion by Chair Cruickshank, the meeting adjourned at 12:45 p.m. The next scheduled meeting will be at 10 a.m. on August 19, 2025, at 150 South Gaston Street, Brevard, NC 28712.

Respectfully submitted,


Judith West, Secretary


Nona Walker, Member

Thomas A. Smith III, Member


Jim Cruickshank, Chair


Phyllis Owen, Member

Approved by Board on: August 19, 2025