

TRANSYLVANIA COUNTY BOARD OF ELECTIONS

ABSENTEE / REGULAR MEETING MINUTES

October 7, 2025

Chair Cruickshank called the meeting of the Transylvania County Board of Elections to order at 3 p.m. on Tuesday, October 7, 2025, at 150 South Gaston Street, Brevard, NC 28712.

Attendance

Board Members:

Chair: Jim Cruickshank
Secretary: Judith West
Phyllis Owen
Thomas A. Smith III

Staff Members:

Director: Jeff Storey
Deputy Director: Laura Owen
Deputy Director: Julie Dennis

Visitors: None

Review and approval of agenda

On a motion by Member Smith the Board approved the agenda 4-0.

Absentee ballot application procedures

Director Storey and Deputy Director Owen presented an overview of the procedures for absentee ballot requests, absentee ballot intake, absentee board meeting protocols, military / overseas ballot procedures, and processing / handling of approved ballots.

Consideration of absentee ballots (if received)

There were no absentee ballots for board review.

PUBLIC COMMENTS : None

Review and approval of previous minutes

The Board reviewed the minutes for September 11, 2025. **On a motion by Member West, the minutes for September 11, 2025 were approved 4-0.**

Review of director's duties and responsibilities

The Board reviewed and discussed the duties and responsibilities of the director. Clarification was given on campaign finance, public speaking engagements, and registration / photo id events. The Board was satisfied with the duties and responsibilities as written and no changes were made.

Public comments policy (draft)

Director Storey presented the Board with a draft policy for public comments. The Board reviewed the policy and made modifications to the draft copy to include written submissions, implementing overall time limits, and additional public comments at the end, if needed, at discretion of the Chair. **On a motion by Member West, the Board approved 4-0 to adopt**

the public comments policy with modifications. The director will update the policy and submit to the Board for signature at the next meeting.

Additional precinct official appointments

The director presented the Board with nominations to fill two vacancies for the municipal election. A republican assistant was needed in Brevard #4 and a democratic judge replacement in Brevard #3. Director Storey indicated the nominees are existing appointed precinct officials not scheduled for 2025 who will temporarily fill the roles for the municipal election and return to their original appointed positions in 2026. **On a motion by Member Smith, the Board approved 4-0 to appoint Donna Ainsley as a republican assistant in Brevard #4 and Kevin Jones as the democratic judge in Brevard #3 for the municipal election.**

Director Updates

The director indicated absentee ballots were mailed out on Friday, October 3, 2025.

Deputy Director Owen provided an overview of the absentee request process and answered photo id questions to members of college walk assisted living facilities per their request.

Director Storey provided the Board with a campaign finance update regarding late report submissions.

The director informed the Board that an updated numbered memo is forthcoming regarding observers in non-partisan elections.

Mock election for the November 4 municipal was completed successfully. The director indicated the upgraded EVS 6.3.0.0. system worked well during the test.

Deputy Director Dennis is conducting OVRD training this week.

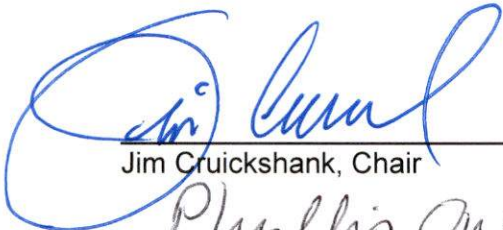
The director will also hold a combined chief judge / precinct training on Friday. Member Smith asked about changes to training. The director explained that training gets updated for each election, but the chief judge training will include a tabletop exercise with focus on the chain of custody, and the registration repair provisional procedures.

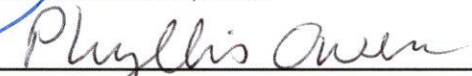
The director indicated that early voting plans for the 2026 primary will probably need to be approved before December. The Board was asked for a date to consider the plan and decided on October 28, 2025.

Director Storey stated the Henderson County Board of Elections has requested to attend Election Day to observe the election night procedures. The Board indicated all are welcome to attend with the stipulation that access will be the same as the public.

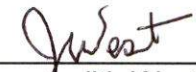
On a motion by Chair Cruickshank, the meeting was adjourned at 4:37 p.m. The next scheduled meeting will be at 3 p.m. on October 14, 2025, at 150 South Gaston Street, Brevard, NC 28712.

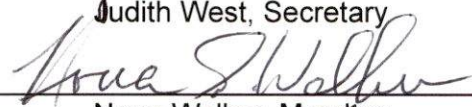
Respectfully submitted,

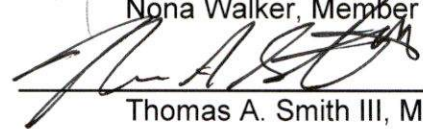


Jim Cruickshank, Chair


Phyllis Owen, Member



Judith West, Secretary


Nona Walker, Member


Thomas A. Smith III, Member

Approved by Board on: 10/28/25