

BOARD OF ELECTIONS

Stuart Russell
Chairman

Susan Campbell
Vice-Chairperson

Robert Durrah, Jr.
Secretary

John Loughridge, Jr.
Member



Tim Tsujii
Director

AGENDA August 16, 2018

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Approval of Minutes
6. Presentation of New Forsyth BOE Logo
7. Approval of Use of Out-of-Precinct Polling Place (Precinct 081)
8. Resolution to Count Absentee Ballots at 2pm on Election Day
9. Resolution for Absentee Board Meeting Dates in 2018 General Election
10. Approval of Pre-Processing of Absentee Ballots
11. Approval of Re-Making Process
12. Discussion on Absentee Envelope and Pre-Disposition of Absentee Ballots
13. Approval of Polling Place Fee for Precinct 607- Shepherd's Center
14. Other Business
15. Closed Session (if needed)
16. Adjournment

FORSYTH COUNTY BOARD OF ELECTIONS
Meeting Minutes
August 16, 2018

Meeting Called to Order

A regular meeting of the Forsyth County Board of Elections was called to order in the second floor Board Meeting Room on August 16, 2018 at 5 p.m., Chairman Russell presiding.

Board Members in attendance: Chairman Russell (via teleconference), Vice-Chairperson Campbell, Secretary Durrah, and Member Loughridge

Staff Members in attendance: Director Tim Tsujii, Tracy Teal and Kimberly Stuck

Other Staff: Assistant County Attorney – Lonnie Albright

Pledge of Allegiance

Chairman Russell led the pledge of allegiance.

Moment of Silence

Chairman Russell led a moment of silence.

Public Comment Session

Chairman Russell moved to close public comments; Vice-Chairperson Campbell seconded; **Motion carried unanimously.**

Approval of Minutes

Member Loughridge moved to approve the August 8, 2018 meeting minutes as presented; Vice Chairman Campbell seconded; **Motion carried unanimously.** Vice-Chairperson Campbell moved to approve the July 17, 2018 meeting minutes; Secretary Durrah seconded; **Motion carried unanimously.**

Presentation of New Forsyth BOE Logo

Director Tsujii opened the floor to Tracy Teal to present the new Forsyth County Board of Elections logo to the Board. Ms. Teal spoke highly of the collaborative effort between the Board of Elections staff and Keith Spencer of Forsyth County's MIS Department to create a more modern logo.

Approval of Use of Out-of-Precinct Polling Place (Precinct 081)

Director Tsujii provided background for the use of Crestwood Baptist Church as an out-of-precinct polling place for precinct 081. Ms. Stuck provided insight to the stipulations provided by the staff at Crestwood Baptist Church for the use of the facility gained during a conversation with Crestwood Baptist's staff. Vice-Chairperson Campbell moved to adopt the resolution for the use of Crestwood Baptist Church, Secretary Durrah seconded; **Motion carried unanimously.**

Resolution to Count Absentee Ballots at 2pm on Election Day

Mr. Tsujii put the resolution before the Board for consideration and approval and provided an overview of the process. Secretary Durrah moved to adopt the resolution, Vice-Chairperson Campbell seconded; **Motion carried unanimously.**

Resolution for Absentee Board Meeting Dates in 2018 General Election

Director Tsujii put the resolution before the Board for consideration and approval. Chairman Russell moved

to adopt the resolution; Secretary Durrah seconded; **Motion carried unanimously.**

Approval of Pre-Processing of Absentee Ballots

Mr. Tsujii provided an overview of the absentee ballot pre-process procedures; noting that the pre-processing takes place after the Board has approved the ballot applications. Secretary Durrah moved to adopt the resolution, Chairman Russell seconded; **Motion carried unanimously.**

Approval of Re-Making Process

Director Tsujii put the resolution before the Board for consideration and approval. Secretary Durrah moved to adopt the resolution, Chairman Russell seconded; **Motion carried unanimously.**

Discussion on Absentee Envelope and Pre-Disposition of Absentee Ballots

Mr. Tsujii presented the Board with Ms. Gary's new Absentee envelope, with highlighted sections of the required fields, for review and consideration; Director Tsujii brought back from the table the Problems and Solutions guidelines for review since envelope is approved. Chairman Russell provided recommended language for item #4. Vice-Chairperson Campbell moved to approve staff recommendations as well as the recommended language; Chairman Russell seconded; **Motion carried unanimously.**

Approval of Polling Place Fee for Precinct 607- Shepherd's Center

Director Tsujii put the Shepherd Center's request for a rental fee increase from \$150.00 to \$200.00 before the Board for consideration and approval. Chairman Russell moved to table; Vice-Chairperson Campbell seconded. **Motion carried unanimously.**

Other Business

No other business provided.

Closed Session (if needed)

None provided

Adjournment

Secretary Durrah moved to adjourn; Member Loughridge seconded; **Motion carried unanimously.** Meeting adjourned 5:57 p.m

Approved:

Stuart Russell, Chair

Date

Susan Campbell, Vice Chair

Date

Robert Durrah, Secretary

Date

John Loughridge, Member

Date