

## **Bristol Virginia Electoral Board**

### Meeting Minutes

*February 28, 2018*

*Present:* Chair Nancy Steele; Vice-Chair Sarah Williams; Secretary Jane L. Sheffey; General Registrar Penny R. Limburg

*Next meeting:* March 15, 2018 at 9:00 a.m. Conduct Logic and Accuracy Testing for Absentee Voting machine

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**I. Call to Order** – The meeting was called to order at 9:00 a.m. by Chair, Steele.

**II. Approval of Minutes** – Minutes from October 19, 2017 and November 8, 2017 were examined and no corrections were suggested. Sheffey moved to approve the minutes followed by a second from Williams. The motion was approved by all and the minutes were filed for record.

**III. Old Business** – None

**IV. New Business** – The next order of business was reorganization of the electoral board. Secretary Sheffey nominated Steele for Chairman with a second by Williams. Steele nominated Sheffey for secretary with a second by Williams. Steele nominated Williams for Vice-Chairman with a second from Sheffey. All were in agreement as to the nominations and the motion passed. Steele remains the Chairman, Williams remains the Vice-Chairman and Sheffey remains the Secretary.

The next order of business was to review the Voting Systems Security Policy. One minor update was made. Sheffey moved to approve the policy followed by a second from Williams. All board members were in agreement and the motion passed to accept the amended security policy.

The next order of business was to review the preliminary budget submitted by the registrar. Registrar Limburg stated that a request for 10 voting booths was included in order to begin replacing aging booths which are broken. A request for a desk scanner was also included to begin the process of transitioning to electronic records. Otherwise, the budget was unremarkable. Williams motioned to approve the budget as presented with a second by Sheffey. All were in agreement and the motion passed to approve the budget.

Limburg distributed a calendar of events pertaining to the May and June elections.

**V. Announcements/ Comments** –

There were no other announcements.

**VI. Adjourn** – Secretary Sheffey moved to adjourn the meeting with a second from Williams. The motion passed and the meeting was adjourned by Chair Steele at 9:33 a.m.

**Signature of secretary**