

**BUNCOMBE COUNTY BOARD OF ELECTIONS**  
**PROPOSED AGENDA for April 24, 2018**  
**5:30 p.m.**

- I. Call to order
- II. Approval of Minutes
- III. Consideration of Absentee Ballot Applications  
GS 163-230.1, GS 163-230.2, GS 163-231
- IV. Board Member Orientation
  - a. Systems and Jurisdiction Review
  - b. Voter Registration/Campaign Finance
  - c. Election Day Review
  - d. Early Voting Review
- V. Additional Orientation—(May 1<sup>st</sup>—Early Voting continued,  
Emergency Planning, Provisionals, Audit Week and Canvass)
- VI. Directors Report
- VII. Executive Session
- VIII. Adjourn

April 24<sup>th</sup>, 2018

Name

Contact

PATSY GARDEN

828-424-7085

George Elam

406-261-5593

Elaine Elam

"

Tom Cannon

828 998 7166

May 1<sup>st</sup>, 2018

Name

Contact

PATSY GARDEN

828-424-7085

Robert Jordan

828-299-4408

George Elam

406-261-5593

Janie Wilson

828-281-3653

Tom Cannon

828 778 7166

May 7<sup>th</sup>, 2018

Name

Contact

PATSY GARDEN

828-424-7085

Peggy Weaver

828-658-1951

George & Elaine Elam

406 261, 5593

# ***Buncombe County Election Services***

## ***2018 Board Meeting Schedule***

*All public meetings are held at 77 McDowell Street, Asheville, NC 28801*

### **Schedule of Meetings for Absentee Purposes:**

#### **Primary Election**

**Tuesday, Apr. 17<sup>th</sup> @ 5:30 p.m.**  
Absentee Meeting & Machine Testing  
(G.S. 163-230.1 (c1))

**Tuesday, Apr. 24<sup>th</sup> @ 5:30 p.m.**  
Absentee Meeting  
(G.S. 163-230.1 (c1))

**Tuesday, May 1<sup>st</sup> @ 5:30 p.m.**  
Absentee Meeting  
(G.S. 163-230.1 (c1))

**Monday, May 7<sup>th</sup> @ 4:00 p.m.**  
List of Executed Ballots & Early Voting List  
(G.S. 163-232)

**Tuesday, May 8<sup>th</sup> @ 2:00 p.m.**  
Primary Election Day  
(G.S. 163-234 (2))

**Friday, May 11<sup>th</sup> @ 5:30 p.m.**  
Supplemental List  
(G.S. 163-232.1 (c))

**Friday, May 18<sup>th</sup> @ 11:00 a.m.**  
Canvass  
(G.S. 163-182.5 (b))

#### **General Election**

**Tuesday, Oct. 16<sup>th</sup> @ 5:30 p.m.**  
Absentee Meeting & Machine Testing  
(G.S. 163-230.1 (c1))

**Tuesday, Oct. 23<sup>rd</sup> @ 5:30 p.m.**  
Absentee Meeting  
(G.S. 163-230.1 (c1))

**Tuesday, Oct. 30<sup>th</sup> @ 5:30 p.m.**  
Absentee Meeting  
(G.S. 163-230.1 (c1))

**Saturday, Nov. 3<sup>rd</sup> @ 2:00 p.m.**  
List of Executed Ballots & Early Voting List  
(G.S. 163-232)

**Tuesday, Nov. 6<sup>th</sup> @ 2:00 p.m.**  
Primary Election Day  
(G.S. 163-234 (2))

**Friday, Nov. 9<sup>th</sup> @ 5:30 p.m.**  
Supplemental List  
(G.S. 163-232.1 (c))

**Friday, Nov. 16<sup>th</sup> @ 11:00 a.m.**  
Canvass  
(G.S. 163-182.5 (b))

# Buncombe County Board of Elections

## Meeting Minutes

April 24, 2018

### Opening

The scheduled meeting of the Buncombe County Board of Elections was called to order at 5:30 pm on April 24, 2018 at 77 McDowell Street, Asheville, NC 28801.

### Present

#### Board Members-

Lucy Smith, Chairman  
Jay Watson, Vice-Chairman  
Jake Quinn, Secretary  
Stephen G. Duncan, Member

#### BOE Staff-

Trena Velez, Director  
John Noce  
Jennifer Sparks  
Bobbie Johnston  
Joyce Kanavel  
Daphne Young  
Wanda Peele  
Bria Bailey

#### Visitors-

(See Attached)

### Item One – Welcome of the Visitors

### Item Two – Approval of Minutes

- Chairman Smith motioned to approve the minutes of April 24th, 2018 as amended. Secretary Quinn seconded and the Board approved unanimously.

### Item Three – Approval of Absentee Ballots GS 163-230.1, GS 163-230.2, GS 163-231

- Staff member Noce presented five (5) overseas ballots.
  - Noted requirement for the signed affirmation form.
- The Board reviewed and signed the five (5) overseas ballots.
  - Chairman Smith reminded staff and the visitors that while ballots are being duplicated, the room is to be silent to avoid confusion and assure accuracy.
- The duplication team duplicated the five (5) overseas ballots.
- Staff member Noce presented one (1) military ballot.
  - Noted requirement for the signed affirmation form.
- Staff member Noce presented twenty-two (22) civilian ballots.
  - Noted requirement for two signatures or a notary.

- The Board reviewed and signed the twenty-two (22) civilian absentee ballots.
- Chairman Smith inquired whether all calls and marks were clearly heard and seen, and the duplication team answered affirmatively.
- Vice-Chairman Watson motioned to approve the five (5) overseas, one (1) military, the twenty-two (22) civilian ballots and Secretary Quinn seconded. The Board approved the absentee ballots unanimously.
- John presented the list of the four hundred and sixty one (461) people that have voted at onestop during early voting. The list was unanimously approved.
- Staff member Sparks presented an early voting ballot that needed to be duplicated due to an unintentional mark on the ballot.
  - The duplication team duplicated the One-Stop ballot.
  - Chairman Smith inquired whether all calls and marks were clearly heard and seen, and the duplication team answered affirmatively.

#### **Item Four – Board Member Orientation**

- **Systems and Jurisdiction Review**
  - Staff member Sparks informed the Board of the representative finder and gave them an overview of the new website tool.
  - Sparks presented SEIMS and gave a quick overview of each of the thirteen programs involved.
  - Vice-Chairman Watson asked that the vetted list of criteria that approved Rush as a vendor to be presented at the next Board meeting.
- **Voter Registration/Campaign Finance**
  - Staff member Leyva gave a quick campaign finance overview to the Board. Staff member Leyva stated that campaign finance included sending out letters to notify candidates of upcoming reports, receiving reports, auditing reports, and assisting candidates and treasurers. If there are issues with candidate reports Leyva communicates with the state for further steps to resolve the issues with the reports. Director Velez shared with the Board the fact that the SBOE, by statute, is the enforcer in all situations.

#### **Item Six – Directors Report**

- Director Velez reported to the Board that Election Day training started Monday at 1 pm.
- Director Velez presented to the Board a list of four precincts that still need assistants. The staff is requesting that the Board alert us if they know of anyone who would be willing to work.

- Director Velez presented the Board with a letter sent to the Director of Planning, Nathan Pennington, concerning the Montreat address issue. (See Attached)

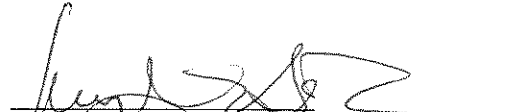
**Item Seven – Executive session**

- Chairman Smith stated the Board would move to executive session to discuss a personnel issue 6:52 pm.
- Open session resumed at 7:14 pm.
- After due consideration, the Board finds that the outside employment of the subject employee does not create a conflict of interest and otherwise not incompatible with county service, and therefore the Board finds no basis to deny or object to the outside employment of subject employee.


The meeting adjourned at 7:15 pm. The next meeting will be at 5:30 pm on May 1, 2018, at 77 McDowell Street, Asheville, NC 28801.

Minutes submitted by: Kevin J. Roberts

Approved by:

  
Lucy Smith, Chairman

  
Jay Watson, Vice-Chairman

  
Jake Quinn, Secretary

  
Stephen G. Duncan, Member