

# **D R A F T**

## **BOTETOURT COUNTY ELECTORAL BOARD**

### **M I N U T E S**

**AUGUST 17, 2017**

The Botetourt County Electoral Board met on Thursday, August 17, 2017, in the Second Floor Conference Room in the Botetourt County Court House in Fincastle, Virginia. Vice Chairman William L. Heartwell, III, and Secretary Paul E. Fitzgerald were present. Director of Elections and General Registrar (DoE/GR) Traci Clark also was present. The DoE/GR provided a detailed agenda with supporting information packet.

In the absence of Chairman John Rader, Vice Chairman Heartwell called the meeting to order at 2:07 p.m.

The minutes of the Electoral Board meeting of July 13, 2017 were unanimously approved.

Regarding the approaching General Election of November 7, 2017, the DoE/GR reported: Telephonic confirmation of the anticipated availability of all Precinct Election Officials (PEOs) would be sought during the week of August 21; five separate ballot styles based on Magisterial District, Legislative District, and Municipal differentials have been established with ballot quantities verified and ready for order entry; all DS200 scanners and ExpressVote marking devices have been tested and cleaned; and a “hands-on” training session for new PEOs and Chiefs/Assistant Chiefs is scheduled for 6:30 p.m. on Tuesday, September 26, 2017.

The DoE/GR reported that the Botetourt County IT Manager, in a reversal of a previous decision, is willing to give the DoE/GR access to the Department of Elections and Voter Registration section of the county’s website for editing and updating purposes. The Electoral Board thanked the DoE/GR for the research that had been done regarding possible alternative solutions to the posting problems that had been encountered, and agreed that such had been rendered moot by the planned change in access authorization.

The DoE/GR will attend the VRAV Annual Conference August 21-23, 2017, at Williamsburg Lodge.

Voter registration promotional activities, conducted/planned, include(d): Fincastle Frolic on August 11; Mountain Magic in Buchanan on October 7; Town of Troutville Registration Rally in front of Troutville Park on September 8; and inclusion of Registration Form, Voter Guide, and Work at Polls brochure in “Welcome” baskets for new Botetourt County residents.

The next meeting of the Electoral Board is scheduled for 2 p.m. on Thursday, October 12, 2017, in the Second Floor Conference Room of the Botetourt County Court House.

The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul E. Fitzgerald". The signature is written in a cursive style with a large, stylized initial "P".

Paul E. Fitzgerald, Secretary  
October 12, 2017