

Election Committee Meeting Minutes –September 4, 2019^[1]_{SEP}

Committee Members Present: Dennis Riley, Andrea Sedlak, Charlene Murphy, and Claudette Dirkers

Also in Attendance: Karleen McSherry, Administrative Assistant

Committee Members Absent: Charlotte Mizzi

Landowners Present: None

Call-in Attendees: Andrea Sedlak, Charlene Murphy

CALL TO ORDER: 6:10 P.M.^[1]_{SEP}

Topics discussed—

The EC reviewed and edited all documents needed for the Election Packet mailing and discussed other matters as listed below. The committee was in unanimous agreement on all finalized edits.

1. Approved the minutes of the previous meeting, August 22, 2019.
2. Reviewed and finalized the Legal Entity Representative form and Cover Letter
3. Reviewed and finalized the 2019 Annual Election Letter.^[1]_{SEP}
4. Reviewed and finalized the 2019 GLA Proxy Form.
5. Reviewed and edited the absentee ballot forms for NG and SG. Left final edits to complete after the meeting via email correspondence among EC members.
6. Identified several edits needed in the new procedures for consistency with the edits of the above forms and letters, which the BOD needs to approve.
7. Discussed sending the Election Packet to everyone via USPS to ensure coverage of all members; discussed mailing components and labels.
8. Discussed need for Admin to have petty cash to cover extra USPS costs for notifications of address changes; noted that the BOD needs to approve this.

Motions made—

Dennis moved and Andrea seconded that the committee accept the minutes of the August 22, 2019 Election Committee Meeting. **Motion carried unanimously.**

Action Items:

The committee will present the edited documents for approval at the next Board meeting.

Next meeting: September 18, 2019 at 6 P.M. at 60 Taurus Road in North Glastonbury.

MEETING ADJOURNED: 8:13 P.M.