

## MEETING MINUTES OCT. 17 ELECTION COMMITTEE MEETING

Attendees: Charlotte M. Andrea S., Charlene M. & Jerry L, chair.

Meeting by Uber Conference and phone at 9 am.

1. Forms. It was decided there should be Early absentee tally sheet, Late absentee tally sheet, and in-person vote tally sheet.
2. Andrea will revise tally sheets, landowner sign in sheets, quorum form, certification and tamper proofing, if there is a form for that. (I remember a tally sheet with write-in names on it last year during the tamper proof process).
3. At the completion of the election meeting, the results and tally sheets will be submitted to the BOD.
4. The results certification page will be notarized. Jerry will do at the bank.
5. Printing-Andrea will send forms to the committee and Charlene for review and then to the UPS store for printing.
6. Volunteers-Jerry will make calls. Need 8.
7. Training. It was decided verifiers will also do sign-in and a combo training for them will be Nov. 4 at 6 pm MT. Training for counters will be Nov. 5 at 6 pm MT. Andrea will review and revise a training option via uberconference. Example materials need to be disseminated and Charlene and Jerry may be able to this on the ground, locally, dropping off material at volunteers' homes.
8. Jerry wants to do as much work as possible prior to the 10 am door opening in order to establish quorum, so the on-line portion of the meeting can announce quorum and proceed. Hence, the need for an 8:30 a m start. Quorum is established from the number of signed in ballots of members in good standing.
9. Jerry wants to collect the mailed and faxed or emailed ballots the day before, in order to start the alphabetize and separation process. The emailed or faxed ballots will be printed by Jerry, placed in a small envelope and the cover page attached to the envelope. Then all ballots will be available for verifiers upon our arrival.
10. It was agreed that the maximum number of entering voters should be 6. Tables will be provided for people to sit and write their ballot with cups for clean and used pens. The election officials can circulate, cleaning pens with alcohol.
11. Re fraud protection, it was decided the in-person ballot will be on colored paper and the sign in volunteer will affix a sticker. There will be a count of the remaining in-person ballots and stickers for verification.
12. It was stated Newman has the key for the storage unit where the box of supplies is kept and Jerry will contact him early enough to determine if there is a need for additional supplies.
13. Charlotte has some extra masks and will bring them to be available at the door.
14. Re the need to replace our Admin position, Andrea asked for a copy of the job posting and Charlotte is working on this.
15. Charlotte reported the bylaws newsletter went out Friday with the SG candidate change insert. Next she will email the landowners with the change notice and record a phone message. Thank you all for attending and providing your input, and thank you Charlotte for doing 1 more mailing. Meeting concluded at 10.12 am. Submitted by Jerry L.

