

# Roanoke City Electoral Board - Meeting Minutes

## February 11, 2021

In attendance: Electoral Board Members Sharon Lazar, Anna Goltz, and Charles Shell; Director of Elections & General Registrar Andrew Cochran. Meeting Called to order at 4:33 p.m.

1. Welcome new board member Charles Shell and introductions.
2. Motion and unanimous vote on board titles and duties:
  - Sharon Lazar as Chair
  - Anna Goltz as Vice-Chair
  - Charles Shell as Secretary
3. Update on New Polling Sites for Highland and East Gate
  - Highland: Second Presbyterian Church seems excited to host
  - East Gate: Mr. Cochran's preference is for Hollins Road Baptist.
  - Seeking to arrange site visits for both.
4. Statewide Elect Conference and Orientation
  - Richmond has not yet released dates for this conference but it is usually in late June. Mr. Shell already has a copy of the GREB. Ms. Goltz plans to attend the upcoming VEBA "Boot Camp" and will inquire about getting a recording for Mr. Shell.
5. Known Elections
  - Tuesday, June 8, 2021: Democratic Party Primary
    - Possibility of this moving to August due to redistricting, but with delays from the Census, timeline for redistricting is a big question mark right now.
  - Tuesday, November 2, 2021: General Election
    - Potential for a January Special Election pending outcomes from November
  - All Electoral Board members are asked to clear their calendars for the entire day of each election, for 3pm canvas the Wednesday following election day, and plan to be on hand to sign final certified results on the Friday following an election.
6. Risk Limiting Audit
  - Mandated by new laws last year from the General Assembly. This is now a standard process to ensure reliability of voting machines and does not indicate irregularities at the local, state, or federal level.

-Board to gather at the General Registrar's office on Kimball 4:30 p.m. on February 24<sup>th</sup>, 2021.

#### 7. Office Relocation

-With increased demands for storage as well as increased foot traffic from early voting, the current office space is too small. We are currently paying rent for seven storage units beyond the office space. Mr. Cochran is working with the City Admin's office and a realtor to identify options for a new site. He has looked at two locations and believes they are promising.

Action Items: Mr. Cochran to investigate getting Mr. Shell added to all statewide listservs.

Meeting Ended at 5:25 p.m.