

# City of Richmond



CECELIA BELL DABNEY  
SECRETARY

CHERLYN STARLET STEVENS  
CHAIR

OPHELIA POWELL DANIELS  
VICE-CHAIR

## Electoral Board

Meeting Minutes  
February 7, 2017

“SIC ITUR AD ASTRA”  
SUCH IS THE WAY OF THE STARS

The meeting was called to order by the Chair Starlet Stevens at 5:45 PM.

Members present: Kirk Showalter, General Registrar, Cecelia Dabney, Secretary of Board, Adriene A. Davis, Clerk, Norman Shelton, Voting Technician, and Jerry Ingram, Chief Voting Technician.

**SPECIAL ELECTION**- The Warehouse Team met this morning and went over arrangements including resource allocation.

The Board gave Kirk consent to send the notice to Election Officers.

The deadline for Candidate filing is Tuesday at 4:00 PM. Cecelia will be on call for ballot approval. Hopefully the ballots will be ready by Thursday. Certification date will depend on when the ballots are available. The Staff will program and test machines on Sunday or Monday.

**TRAINING** – The dates and times were set for training with emphasis on e-poll book training.

**POLLING PLACE ASSIGNMENTS** - Precincts will be split so that each Board member will have an equal number of polling places to visit.

Kirk suggested that four (4) strong people will be added to the call center.

Kirk will not be present at the next scheduled meeting on February 16, 2017 at 5:15 PM. It was recommended that the next meeting will be scheduled for March.

There being no further business, the meeting adjourned on motion of Starlet Stevens, seconded by Cecelia Dabney.

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Secretary to the Electoral Board

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