

**STATE OF NORTH CAROLINA
COUNTY OF CARTERET COUNTY
BOARD OF ELECTIONS
1702 Live Oak Street, Beaufort, NC 28516
BOARD MEETING
January 4, 2017
9:00 am**

I - Meeting Called to Order

The Carteret County Board of Elections met on this date for a regular meeting. Board M. Sue Verdon called the meeting to order at 9:00 am. Chair M. Sue Verdon, Secretary Jeanette Deese, Member Holland, Director Sharon Lewis, and Deputy Director Katie Muns were present. Jackie Starkey with the Carteret County News Times and Steve Gilgo with Print Elect were also present. The Board agreed to amend the agenda to allow the presentation by Steve Gilgo as the first item for discussion.

II - Public Comment

There was no public comment.

III - Discussion and Inspection of Proposed Voting Equipment Purchase

Steve Gilgo of Print Elect provided information and a demonstration of the DS200 Tabulator that the Carteret County Board of Elections is planning to purchase within the next two or three months.

IV - Approval of Minutes for the October 5, 2016, October 18, 2016, October 25, 2016, October 28, 2016, November 1, 2016, and November 2, 2016 Board of Elections Meetings

Secretary Deese made a motion to approve the minutes for the October 5, 2016, October 18, 2016, October 25, 2016, October 28, 2016, November 1, 2016, and November 2, 2016 Board of Elections meetings. The motion was seconded by Chair Verdon and passed 3-0.

V - Review and Approval of Board Meeting Schedule and Calendar for 2017

Board and staff reviewed the 2017 meeting calendar. Board meetings were scheduled for the first Wednesday of each month at 9:00 am in the Board of Elections office. One additional meeting for Tuesday, July 18th at 12:00 Noon was added to the calendar. Chair Verdon made a motion to approve the 2017 Board Meeting Schedule as amended. The motion was seconded by Secretary Deese and passed 3-0. Director Lewis stated she was still working on the full office calendar for 2017. Member Holland would like this full calendar forwarded to the county commissioners, county political party chairs, and the county finance director to inform them of the Board of Elections schedule and invite them to attend meetings, etc.

VI - Discussion 2017/2018 Budget

Director Lewis informed the Board that the county budget meeting has been scheduled for Tuesday, January 10th at 9:00 am. Board and staff will schedule a budget meeting after the timeline is provided by the county finance department.

VII - Discussion of Postage Machine for Elections Office

Board and staff discussed the possibility of leasing a postage machine. Deputy Director Muns has contacted Pitney Bowles requesting a quote for leasing a postage machine as well as supplies that will

be required. Board and staff discussed the statutory timelines with regard to sending and receiving mail, such as absentee ballot mailings, list maintenance mailing, and NCOA mailings.

VIII - Director's Report

There was no director's report.

IX - Board Comment

There was no board comment.

X - Adjournment

There being no further business, the meeting was adjourned at 10:20 am.

Respectfully submitted,

M. Sue Verdon, Chair

Jeanette Deese, Secretary

Marjorie Holland, Member

Date Approved _____

Date Signed _____