

**Meeting Minutes
January 24th, 2019**

The City of Manassas Electoral Board held a meeting Thursday, January 24th, 2019 at the Voter Registration & Elections Office, 9025 Center Street.

In attendance were John A. Snider, Chair; Pamela B. Kincheloe, Vice Chair; Patricia E. Fields, Secretary and Susan N. Reed, General Registrar.

Chair Snider called the meeting to order at 9:00 AM. Vice Chair Kincheloe made a motion to approve the minutes as submitted or amended for November 7th and September 19th, 2018 Secretary Fields seconded the motion. The motion carried.

Discussion by Vice Chair Kincheloe for General Registrar Reed to initiate a security assessment of our building by a qualified representative. Secretary Fields suggested calling Officer Charles Sharp to request an assessment by MCPD. Voting Systems Security Plan reviewed with a future assessment of building to insure integrity of voting equipment to be arranged in the near future.

Vice Chair Kincheloe made a motion to approve Voting Systems Security Plan as amended. Secretary Fields seconded the motion. Motion carried and Voting Systems Security Plan signed by Secretary Fields.

Next, the Board reviewed Voter Registration's 2019 budget, year to date. Election Schedule for FY 2020 showing 3 elections was considered for budget meeting with City Manager. The need for increased Assistant Registrar hours, an additional election and the potential for Risk Limiting Audit will be presented at City Budget meeting.

Finally Electoral Board directed General Registrar Reed to set up meeting concerning candidate signs. Goal is for directive and guidelines for candidates and local Parties.

The meeting was adjourned at 10:37 AM.



Patricia E. Fields, Secretary