

Election Committee

November 13, 2019 – 2:00 P.M.

Eldorado Community Center Conference Room

1. 1. Call to Order

The meeting was called to order by Chair Bette Knight at 2:08 P.M. Members present were Butch Gorsuch, Mary Cassidy, and Kathie Graham. Liaison Nancy Sulzberg and Alternate Liaison Melicent D'Amore were also present.

2. 2. Approval of Previous Minutes

The minutes for October 9, 2019, were approved 3-0 via email and the request for posting these minutes to the website was made the same day.

A motion was made by Butch and seconded by Mary to approve the October 9, 2019 minutes as posted on the website. Motion carried by voice vote 4-0.

3. 3. Approval of Agenda

A motion was made by Butch and seconded by Mary to amend the Agenda by adding Review of the ECIA Record Retention Policy for Election Committee under New Business. Motion carried by voice vote 4-0.

4. 4. Open Forum (5 minutes per person, 20 minutes maximum)

None.

5. 5. Board Liaison Report

Nancy apologized for the early release of the Nomination Petition.

David McDonald and Bernardo Monserrat have resigned. The Board will inform the community via Vistas and New Brief that applicants interested in being appointed to the Board may submit their applications.

Since there are only five directors, not all committees may have a liaison in attendance. She is asking committees to report committee business directly to the Board if no liaison was able to attend.

6. 6. Old Business

7. A. Election Checklist 2019-2020 Update

The document was updated through November.

A. B. OneDrive Miscellaneous Documents - Trash or Retain

Butch requested discussion of this item be included with 7A and everyone agreed.

1. C. Publicity

Bette explained to Nancy and Melicent the process for providing Staff with election information notices using the Vistas, website, e-blasts, and marquees. The committee approved the January article for the Vistas with changes.

7. 7. New Business

8. A. Election Materials-Bylaws Vote

The proposed version will be put out to the community by February. The stylized sixth version of the proposed Bylaws will be posted on the website and community members may request a printed copy from the Community Center office. The Bylaws forum is scheduled for February 5th.

Bette will request printer quotes for printing of materials for the 2020 election.

The election materials retention schedule needs to be updated in the Board's retention policy. A motion to send a request to the Board to amend the records retention schedule was made by Butch and seconded by Mary. The motion as stated: "Move to reorganize online storage such that the Master Tally Sheets and signed Certification Letters will be moved into an archive folder and retained for 10 years. All other Election Event Materials will be retained for 5 years." Motion was carried by voice vote 4-0.

A. B. Update ECIA Board of Directors Election Cycle

Bette created a document showing how board positions have been filled and resignations from 2016-2019.

8. 8. Adjournment

The next meeting will be on Wednesday, December 11, 2019, 2:00 – 4:00 P.M. at the Eldorado Community Center Conference Room.

The meeting was adjourned at 3:50 P.M.

Respectfully submitted,

Kathie Graham, Secretary