

## Minutes of the Meeting of the ECIA Election Committee

Held on April 14, 2021

1. Time, Place and Attendees. A meeting of the ECIA Election Committee ("EC") was held on April 14, 2021. The meeting was held via a ZOOM teleconference and was called to order by Bette Knight at 3:03 PM. Meeting was recorded by ECIA Staff. Three committee members were in attendance hence quorum achieved. Specifically, Bette Knight, Mary Cassidy and Butch Gorsuch were present. Kathie Graham was excused. It was hoped Jody Price would attend the meeting in progress but he wasn't able to due to a work conflict. Nancy Sulzberg attended as Board Liaison. Melinda Espinoza attended as Staff Representative. Larry Ward attended the meeting as a community member.
2. Approval of Previous Minutes – March 10, 2021 – Butch reported previous minutes were unanimously approved via email by a 3-0 vote on March 16, 2021 and were posted to the website on the same day.
3. Approval of Agenda. Butch moved to approve the agenda as posted. Motion seconded by Mary. Approval of agenda as posted passed by 3-0 voice vote.
4. Open Forum. Mary speaking as a member of community. Mary wishes to offer praise to the BOD to the annual report as to context and presentation. The candidate sheet was professionally done. Bette echoed Mary's comments.
5. Board Liaison Report.
  - Nancy thanked Bette for assisting in proofing the annual report.
  - The new website is approaching a launch date, which will eliminate the need for offsite administration.
  - ECIA has been able to find insurance on a one-year policy, including adding insurance for the stable.
  - Nancy announced that as of May 4<sup>th</sup>, she will be leaving the Board.
6. Old Business.
  - a. Election Checklist 2021 Update

Bette displayed the Election Checklist via Zoom, and walked the committee through steps completed in the past month including completion dates. Bette will be informing BOD of Tellers shortly. Additionally an invitation will be sent to candidates to watch the Ballot counting via Zoom.

Mary volunteered to assist Bette in securing the Ballot Box and checking for last minute Ballots on the 29<sup>th</sup> of April.

A suggestion was made to ask ECIA Staff to secure one or two additional storage boxes for Election Materials, given the new extended period of time Election Materials must now be stored (e.g. three years as oppose to one year).

- a. Annual Report mailed on March 22, 2021 – It was reported the Annual Report (as well as Election Materials) were mailed on this date. Nancy stated several complaints have been received about missing ballots in the mailed report (after review lot owner's assessments not paid on time). Bette reported one known replacement ballot has been issues. Nancy reported 2319 paid assessments this year which is approximately 200 higher than recent years.
7. New Business.
  - a. Ballot/QPS Review of Procedures
    - Classroom appears to be best location (social distancing, etc.).
    - Each Teller responsible for providing their own:
      - Masks (required).

- Summarized Election Procedures sheet
- Drinks
- Food
- Seat pads
- Gloves - It is unknown if gloves provide sufficient finger grip whilst counting (negating need for rubber fingertips?).
- Nancy suggested moving chairs from conference room to classroom (comfort).
- Bette took us through the Summarized Election Procedures Sheet for election day.
- Committee members were tested on sample ballots and QPS.
- Suggestion was made to include description of invalid Ballots and QPS on summarized procedures.
- Discussion occurred regarding possibility of ballots on non-secured paper. Decision made to mark in some way to track count of how many non-secure ballots received. Bette noted any oddities regarding Ballots or QPS are to be handed in to her for discussion by the committee later.
- a. Future EC Meetings: Zoom .vs. In Person .vs. Hybrid – Explanation of a hybrid meeting given such that it is a meeting of both in person and teleconferenced attendees. Mary motioned that future EC meetings be in hybrid mode. Butch seconded. (Note: Each individual attending the meeting would have the ability to choose how to attend.). Passed by show of hands 3-0.
- 8. Adjournment – Meeting adjourned at 4:48PM

For the ECIA Election Committee

By: \_\_\_\_\_/s/\_\_\_\_\_ \_4/20/2021

Secretary Butch Gorsuch

Date