

**Minutes of the Meeting of the ECIA
Election Committee
Held on May 11, 2022**

1. Time, Place and Attendees. A meeting of the ECIA Election Committee (“EC”) was held on May 11, 2022. Meeting called to order at 3:05 PM. The meeting was held in hybrid mode. Specifically, EC members Mary Cassidy and Butch Gorsuch attended physically. EC member Jody Price attended via Zoom. EC member Bette Knight was excused. Board liaison Jon Turkle was not in attendance. Ciara Walsh was the ECIA Staff representative and Zoom administrator. Meeting was recorded by ECIA Staff. Quorum was achieved.
2. Approval of Previous Minutes. Butch reported the April 13, 2022, EC meeting did not obtain quorum, as such only an abbreviated meeting occurred where no decision points were discussed. The minutes from this abbreviated meeting were posted on April 14, 2022.
3. Approval of Agenda. Butch motioned to amend the agenda by adding “Processing of Late Arriving Ballots” as item 7e under New Business. Mary seconded motion. A voice vote passed 3-0 to accept the amended agenda.
4. Open Forum. No items were discussed under Open Forum.
5. Board Liaison Report. With no Board liaison, no reported tendered.
6. Old Business
 - a) Election Checklist – Committee reviewed current status of checklist and confirmed it was up to date and on schedule (through item 45).
 - b) Follow-up for Google space discussion – Committee discussed various aspects (pros and cons) of ECIA’s direction of using Google Work Space. Mary proposed committee continue to use OneDrive for working documents. An email sent prior to meeting by EC Chair Bette Knight also supported this position as well as acknowledging Google Work Space could be used for finalized documents. Jody pointed out that Google Work Space allows native processing tools (such as Microsoft Word or Excel) to maintain documents. He also mentioned that where feasible finalized documents should be stored as PDFs in Work Space. Butch indicated he plans to use a hashing tool (such as MD5) and compared hashes on uploaded/downloaded documents from Work Space, to verify the documents are not being altered by Google within the Work Space. Butch to report results to EC. Also mentioned by several the EC needs to review the Record Retention Policy as it may apply to any uploaded documents. The following motion was offered by Butch to the committee such that: (a) EC is to continue use of OneDrive for working and finalized/approved documents and (b) EC to adopt use of Google Work Space for archival of finalized/approved documents and that minimally the EC Chair and Secretary will have Work Space accounts in order to maintain the common storage area. Mary seconded motion. Motion passed via voice vote 3-0. Note 1: Security rules/access can be assigned granularly on Work Space areas. Note 2: Board needs to derive administration of the Work Space according to the retention policy.
7. New Business

- a) Create revision spreadsheet for Election Procedures updates – EC reviewed an existing revision draft spreadsheet on OneDrive (under the folder structure of \Committee Documents\Election Procedures). The draft now contains all pending revisions to the Election Procedures currently known by EC members.
- b) Election Postmortem - Committee reviewed a draft of created shortly after the EC Ballot counting effort. The draft contained four issues which were wordsmithed, and an overview of the Election was added to the top of the document. Post editing my EC, a motion by Jody was made to send the finalized document to the Board. Motion seconded by Mary which then passed voice vote 3-0. Butch to pass the document on to Board Liaison Jon Turkle.
- c) EC Membership Status – Jody mentioned he has two possible candidates to replace Kathie Graham who has recently submitted her resignation from the EC. Jody tasked to ask both if they have interest in joining the EC and if they would like to attend the committee’s next meeting. Note: EC Charter states committee membership restricted to a maximum of 5, a minimum of 3, with optionally 1 alternate.
- d) Election Committee Officer Election – Mary suggested delaying vote on vice-chair status until resignation of Kathie Graham has been accepted by the Board. Agenda item tabled.
- e) Processing of late arriving Ballots – Mary volunteered to work with ECIA Staff to process late arriving ballots on May 16th.

8. Adjournment – The meeting was adjourned at 4:05pm.

Note: In discussion of when EC should next meeting, in review of EC activities required during the summer of 2022, a motion was made by Jody to cancel both the June and July meetings, subject to any activity that may require the committee to reschedule. Mary seconded the motion. Motion passed via voice vote 3-0.

The next regularly scheduled monthly meeting will be held on Wednesday, August 10, 2022, 3:00 P.M. via Zoom or at Community Center.

For the ECIA Election Committee

By: /s/ 05/12/2022
Secretary Butch Gorsuch Date