

**Minutes of the Meeting of the ECIA
Election Committee
Held on March 8, 2023**

1. Time, Place and Attendees. A meeting of the ECIA Election Committee (“EC”) was held on March 8, 2023. Meeting called to order at 2:05 PM. The meeting was held via Zoom (only). Specifically, at the start of the meeting EC members Jody Price, Mary Cassidy, Anne Salzmänn and Butch Gorsuch attended physically. Bette Knight was excused. No Board liaisons attended. Niamh Walsh from ECIA staff performed administrative services for Zoom and recorded the meeting. Quorum was achieved.
2. Approval of Previous Minutes. Butch reported the previous minutes were approved via email by 3-0 vote on February 13th and posted to the website the following day.
3. Approval of Agenda. Butch proposed to add item 7c “Proposed Election Procedure Changes” to the agenda. Mary moved to accept the agenda as amended. Anne seconded. Motion to approve agenda passed by voice vote 4-0.
4. Open Forum. No input to the committee via Open Forum.
5. Board Liaison Report. No Liaison in attendance to give a report.
6. Old Business.
 - a. Election Checklist: Items 16, 18, 19, 22 and 23 were updated with the date completed. Item 20 is known to be partially completed but not known if this task has been completed yet. Email to GM to check status will be sent. Item 21 has been completed but it’s not known exactly which day the task was completed, so range of dates entered.
 - b. Publicity Schedule: Butch reported that Ciara was given updated info on Election Candidates so that she could publish the appropriate info on the Website and via eBlasts.
7. New Business.
 - a. Candidate Forum – With only one candidate, the EC will host only the first forum. It was noted the committee had not yet reserved a room for the forum but upon further discussion it was decided to host the forum in Zoom mode only, so no physical room required. Note: Zoom discussion was concluded by a motion by Butch to limit attendance of the forum to Zoom only, seconded by Mary and passed by voice vote 4-0. Jody will coordinate with Jessica to setup eBlast publicity (marque and website) to announce the Zoom only attendance. Plan is to have notifications sent out on Friday of this week and Monday of next. Communication will include the appropriate Zoom link. This coordination will also require ECIA staff to assign a Zoom administrator during the 6:30 PM to 8:00 PM time frame. Jody will also notify Joseph it will be zoom only.
 - b. Secure Ballot Box – Bette will need to ask the GM as to where Staff prefers the location of the Election Ballot box and as to the tentative date the printer will mail the Annual Packet. The Ballot box should be available the day after ballots are mailed to METV. Bette also needs to schedule the ECIA staff training session for Election activities.

- c. Proposed Election Procedure Changes – Butch noted the revision spreadsheet used to track proposed changes to the Election Procedure. All committee members are encouraged to update the spreadsheet with any thoughts of improvement to the Procedures. The Spreadsheet is located at OneDrive → Committee Documents → Election Procedure → Draft Revision.

8. Adjournment. Meeting adjourned at 3:00 PM.

The next regularly scheduled monthly meeting will be held on Wednesday, April 12, 2023, 2:00 P.M. via Zoom and at Community Center.

For the ECIA Election Committee

By: /s/ 03/09/2023
Secretary Butch Gorsuch Date