



**Pittsylvania County Electoral Board**  
**110 Old Chatham Elementary Lane**  
**Chatham, Virginia 24531**

BOARD MEMBERS

Sandra Gilbert, Chairman  
Lester Terry, Jr., Vice Chairman  
Brenda S. Arthur, Secretary

NOTICE

The Electoral Board of Pittsylvania County, Virginia, will meet on  
Friday, February 2, 2018, at 1:00 p.m. to review the budget for 2018 and receive any  
Updates from the Registrar.

Brenda S. Arthur, Secretary



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MEETING AGENDA

~~Monday, January 29, 2018~~ Feb 2nd  
10: A.M

1. Call to Order
11. Approval of Agenda
111. Old Business  
Approval of minutes - November meeting
- IV. New Business
  - A. Reports and Updates from Registrar
  - B. Budget review & recommendations
- V. Other Business
- VI. Adjournment



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The Electoral Board of Pittsylvania County, Virginia, met on February 2, 2018, at the office of the Board, at 1:00 p.m.. All members of the Board were present.

Mrs. Gilbert presented the Agenda for the meeting. Motion was made by Mrs. Arthur to approve the agenda as presented. The motion was seconded by Mr. Terry and unanimously approved.

Mrs. Arthur provided a copy of the minutes of the Board meeting from November 8, 2017. Mrs. Gilbert made a motion to approve the minutes as presented, seconded by Mr. Terry and unanimously approved.

Under New Business, the Board asked for an update from Mrs. Bailess, the Registrar, as to her progress and having several precincts moved after the complaints from the November election. She reported the following:

#305, Riceville, is currently located at the 640 Rescue Building and the rescue squad will not allow us to use the facility any more. The Riceville Community Center is directly behind this building with ample parking, visibility, etc. and the officers of the Center have agreed to let us use their facility.

#402, Keeling, is currently located at Keeling Volunteer Fire Department, and the Keeling Community Center across the parking lot has agreed that we can move the precinct to their building.

#704, Mt. Hermon needs to be moved from Mt. Hermon Courtyard due to the condition of the area where the precinct is actually located is in disrepair and the owners are not very cooperative in working with us. Additionally, it costs us \$300 per election to use their facility. This is the ONLY precinct that charges for use of the facility. Mrs. Bailess is going to see if we can relocate the precinct to the Mt. Hermon Library.

#108, West Blairs, is located at the Blairs Volunteer Fire and Rescue Building. They have built a helipad there for Centra's helicopter or other EMS helicopter to land there in case of emergencies. The congestion on Election Day with voters and the campaign signs are a hazard and danger to all. Mrs. Bailess is

going to check with the Chamber of Commerce Building on Route 29, and see if we can use a room in their facility.

The precincts cannot be moved unless and until the Board of Supervisors approve the move and the State Board of Elections must approve the moves as well. Mrs. Bailess will try and get this on the Board's Agenda for the February 20, 2018 meeting and will keep the Board advised.

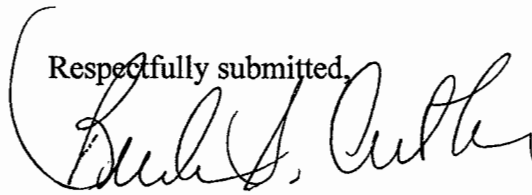
Mrs. Bailess then advised the Board that the County Administrator, Mr. Smitherman, has said that through the end of 2018, all expenses over \$500 must be approved, as well as travel expenses, and there is a \$200 limit on the use of the County credit card. Mr. Smitherman has asked both the Registrar's Office and the Electoral Board to adjust our budget for the 2018/2019, which runs from July 2, 2018 to June 30, 2019 by approximately \$14,000.00. After review, we changed the Election Officials-Compensation from \$60,000 to \$50,000; advertising from \$3,000 to \$1,000, postage from \$9,000 to \$5,000 and telephone from \$1,400 to \$900. We voted to remove the separate telephone line for the Electoral Board Office. As to Part-time Salaries and Wages, we asked for \$10,000 rather than \$8,000 so a part-time employee would be paid \$10 per hour, 2 days a week (allowed 29 hours or less per week) and around 2 elections per year.

The Annual Meeting of the State Board of Elections at The Homestead is the first weekend in March. The Board decided to send only one member of the Board to the meeting, and that would be Mr. Lester Terry. The cost of the room is \$310 per night, plus tax, for a total of \$776 and mileage. Meals are included in the price of the room.

Mrs. Bailess then said that she would ask that the Board approve for Ms. Tammy Moore, Deputy Registrar, to attend a three-day training program in Richmond in April at a cost of \$792 for 8 classes; and hotel room for 4 nights at \$98 per night plus tax, plus food and mileage. Mrs. Bailess said that she attended this program while Jenny Lee Sanders was the Registrar and she was Assistant Registrar, and it was extremely beneficial. After discussion, the Board voted to ask the County to approve this expense.

There being no further business to come before the meeting, the same was adjourned at 3:35 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brenda S. Arthur". The signature is written in a cursive style and is enclosed within a large, hand-drawn circular flourish.

Brenda S. Arthur, Secretary