

MINUTES OF JANUARY 11, 2013

CATAWBA COUNTY BOARD OF ELECTIONS

Special meeting held to hear from the One-Stop voting site supervisor Mr. Ed Farthing on his description of events that occurred at the Highland Recreation Center location on October 30, 2012, with Mrs. Ruth Witherspoon, and the subsequent event that occurred with Mr. Walter Witherspoon. Chairman Hood participated in the meeting via phone conference, Member Hoyle not attending.

A discussion followed with Mr. Farthing, who gave a complete accounting of his version of the two incidents. All questions raised by Secretary Cheney were answered. No further action was decided on at this point. Board will follow up with Member Hoyle.

Respectfully submitted;

Barry R. Cheney, Secretary

via e-mail— Lbrewer@catawbacountync.gov

MINUTES OF
CATAWBA COUNTY BOARD OF ELECTIONS

February 16, 2013

Chairman Hood called the meeting to order at 08:25. Secretary Cheney, Director Larry Brewer in attendance. Member Hoyle was not in attendance.

The Board discussed bills pending in state legislature that may impact elections.

Grant from SBOE (HAVA) to cover the cost of coding for the 2012 Second Primary and General Elections was applied for and received in amount of \$7,584.99.

Johnnie McLean was informed via e-mail of our plans for Burke County regarding transferring voters over to their jurisdiction. No reply yet. Followed up with Gary Bartlett. We will act on this in April. Brewer will talk with Burke, inform them of our plans and timeline.

Budget: Brewer has meeting with the Budget office this afternoon. The office will request additional funding for printers and laptop computers for the precincts.

Board office is working on scanning all registration records and documents into SEIMS.

Board will wrap up Witherspoon incident from last election. Hood will draft letter to Witherspoons. Board members will collaborate on letter.

Meeting adjourned.

Respectfully submitted,

Barry R. Cheney, Secretary

via [e-mail—Lbrewer@catawbacountync.gov](mailto:Lbrewer@catawbacountync.gov)

**MINUTES OF JULY 16, 2013
CATAWBA COUNTY BOARD OF ELECTIONS**

The meeting could not be called to order due to only one member being present. The meeting will be recessed until July 17, 2013 at 8:15am.

Respectfully submitted,

Larry Brewer, Director

MINUTES OF JULY 17, 2013
CATAWBA COUNTY BOARD OF ELECTIONS

Meeting called to order (from the July 16th recessed meeting) at 8:25 AM. Chairman Hood, Secretary Cheney, Member Stephen Palmer and Director Larry Brewer were present, along with Judge Nathan Poovey and Cliff Moone chair of the Catawba County Democratic Party.

Judge Poovey administered the Oath of Office to all Board members. David Hood and Barry Cheney have previously served on the Board; Stephen Palmer is a new member. Board decided to maintain current structure, with Mr. Hood serving as Chair, Mr. Cheney as Secretary.

Larry Brewer informed Board that we will have a primary election due to multiple filings in Ward 4. Filing period ends on Friday July 19th at noon.

Board unanimously approved a resolution to move Precinct 7 (Conover West) polling place. Resolution will be sent to SBOE for approval.

Board finalized resolution to transfer authority to conduct elections for Burke County voters eligible to vote in elections for City of Hickory and Town of Long View, to the Burke County Board of Elections. This was initiated last year. This is the finalization of that procedure.

Decided the Board will continue to hold our meetings at 8:15 AM, unless otherwise necessary. We will continue to post notice of all meetings. Next meeting scheduled August 20th to appoint precinct judges and other matters.

A training class on Campaign Finance will be conducted on August 9th from 9-11:30 AM at our office. Representatives from the SBOE will conduct the class.

Discussed closing/consolidating 7 voting precincts for the Primary election. The board agreed to transfer the voters in precincts 7, 17, 19, 23, 24, 29 and 34, due to small numbers of registered voters. Voters will be moved to other precincts, as we done in the past. Plan will be submitted to SBOE for approval.

Resolution presented to move One Stop site for the Hickory Primary election from the BOE office to Highland Recreation Center, as we have done previously. Board unanimously agreed and it will be submitted to SBOE for approval.

Resolution presented to move the one-stop voting site for General Election from the BOE office to the Newton Library (in lieu of) and open an additional site at the Highland Recreation Center. Board approved resolution and it will be submitted to SBOE for approval.

Meeting adjourned 9:10 AM

Respectfully submitted,

Barry Cheney, Secretary

Via email- Lbrewer@catawbacountync.gov

MINUTES OF AUGUST 20, 2013
CATAWBA COUNTY BOARD OF ELECTIONS

Meeting called to order at 8:15 AM.

Chairman Hood, Sec. Cheney, Member Palmer, Dir. Brewer present, also Cat. Co. Democratic Party Chair, Cliff Moone.

List of precinct judges presented to Board by Brewer. Still have a number of positions to fill (26). Board approved list.

Expect to have laptops available for all precincts for May primary election.

State BOE approved our plan to combine precincts discussed on July 17th. State BOE also approved plan to move Precinct 7 to new site at Faith Evangelical Lutheran Church, 439 7th St. Pl. SW, Conover.

Training meeting in Cary (August 21-22) will discuss HB589.

Board presented copies of ballots for Hickory primary (10/8/13). Three (3) styles of ballots.

Board received calendar of pertinent dates for Sept-Oct.

Brewer reported all voting equipment was tested and working.

Meeting was adjourned 8:50 AM.

Respectfully submitted,

Barry R. Cheney, Secretary

via [e-mail—Lbrewer@catawbacountync.gov](mailto:Lbrewer@catawbacountync.gov)

MINUTES OF SEPTEMBER 17, 2013
CATAWBA COUNTY BOARD OF ELECTIONS

The meeting was called to order at 8:10am. Chairman Hood, Secretary Cheney, Member Stephen Palmer and Director Larry Brewer were present, along with two guests.

As of today, 3 Absentee ballots have been mailed out and none has been returned.

Training of poll workers/judges for the October Primary has been completed.

The board reviewed the list of precinct judges. We still have some vacancies to fill before the November election.

The Board of Commissioners asked Brewer for information about how the new election laws will impact his funding needs. Brewer prepared a memo for commissioners and a copy was presented to the board for review.

State law will require one-stop sites to be open for a require number of hours starting with the 2014 Primary. Brewer presented various scenarios to attain these hours to the Board. The board will discuss this requirement further at subsequent meetings when the state board office notifies the counties of the number of hours.

Highland One-Stop voting site will set up on September 18th and the site will open for business on Thursday, September 19th. All equipment (except the AutoMarks) for the October Primary has been tested and is in good working order.

The meeting was adjourned at 8:30 AM.

Respectfully submitted

Barry Cheney, Secretary

Via email- Lbrewer@catawbacountync.gov

MINUTES OF SEPTEMBER 24, 2013
CATAWBA COUNTY BOARD OF ELECTIONS

The meeting was called to order 8:15am. Chairman Hood, Secretary Cheney, Member Stephen Palmer and Director Larry Brewer are present.

As of today, 1 Absentee ballot has been returned and 297 votes cast at the One-Stop site.

Chairman Hood signed an amendment to the 'Records Retention And Disposition Schedule' document agreeing to comply with new standards regarding the retention of some election records (see attachment).

The Board approved minutes from December 14, 2012 through September 17, 2013.

Don Wright called Director Brewer regarding a letter the state office received from Mr. R. Morse Jr. The state office expressed concern over contents of letter. Brewer relayed the incident to sheriff's office.

During equipment testing, one AutoMark failed. PrintElect was notified. The Board discussed the need to update/replace equipment. The office will need to replace and add approximately 92 laptops before the May 2014 Primary. The office computers must be replaced by December 2013. The office will also need 61 printers for the precincts.

The meeting was adjourned at 8:50am.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Lbrewer@catawbacountync.gov

Attached: Records Retention and Disposition Schedule Amendment

One Stop Transaction Statistics (as of 9/23/13)

**AMENDMENT
COUNTY BOARDS OF ELECTIONS
RECORDS RETENTION AND DISPOSITION SCHEDULE**

STANDARD-8: Program Operational Records: Election Records

Amend the records retention and disposition schedule for County Boards of Elections, published April 4, 2012, by amending Item 9, Ballots (used and unused), as shown on substitute page 80. Also, by adding Item 18, Provisional Ballot Applications, Item 19, Provisional Ballot Final Disposition Records, and Item 20, Provisional Voter Poll Book, as shown on substitute pages 83 and 83a.

STANDARD-9: Program Operational Records: Voter Registration Records

Amend the records retention and disposition schedule for County Boards of Elections, published April 4, 2012, by amending Item 5, Voter-Requested Changes, and Item 7, Voter Registration Records, as shown on substitute page 88.

APPROVAL RECOMMENDED



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Kim Westbrook Strach, Executive Director
State Board of Elections



Susan W. Kluttz, Secretary
Department of Cultural Resources

ACKNOWLEDGED (AGREED TO COMPLY)

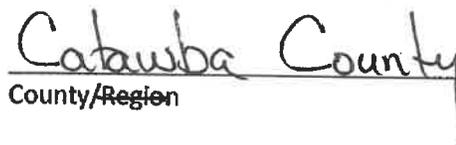


County Board of Elections, Director



Chairman, County Board of Elections

August 19, 2013


County/Region

mailed 9/24/13

ITEM #	STANDARD-8: PROGRAM OPERATIONAL RECORDS: ELECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
	elections concerning the preparation, distribution and financing of ballots.	b) Destroy in office 22 months after certification all records concerning a primary, general, or special election involving federal offices.	
8.	BALLOT REPORTS Reports detailing the circumstances surrounding the loss, destruction, damage, or theft of ballots.	Place ballot reports relating to loss and theft of ballots into County Board of Election minutes for permanent retention.	G.S. § 163-182.2 08 NCAC 10B .0105
9.	BALLOTS (USED AND UNUSED) Includes paper ballots, electronic or electromechanical ballots, tabulation cards or tapes, voting machine ballot cards, and all similar ballot materials. Includes absentee and provisional ballots.	a) Destroy in office 2 months after certification all materials concerning a primary, general, or special election not involving federal offices. b) Destroy in office 22 months after certification all materials concerning a primary, general, or special election involving federal offices. c) Destroy unused ballots used in federal elections 2 months after the certification of the election.	G.S. § 163 Article 15A G.S. § 163-234(9) 08 NCAC 10B .0106 U.S. Code Title 42, Chapter 20, Subchapter II § 1974 42 U.S.C. 1973gg et seq.
10.	CANDIDATE CHALLENGES Includes notices of challenge, request and notice of hearing, affidavits, and all other related documentation concerning challenges.	a) Destroy in office 2 months after certification records concerning a primary, general, or special election not involving federal offices. b) Destroy in office 22 months after certification records concerning a primary, general, or special election involving federal offices.	G.S. §-163 Article 11B

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 33, page 9.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative/reference value ends." Please use the space provided.

ITEM #	STANDARD-8: PROGRAM OPERATIONAL RECORDS: ELECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	PROTEST OF ELECTION RECORDS Includes records relating to the way an election was conducted.	a) Destroy in office records concerning protests that are not appealed 60 days after the board's ruling. b) Destroy in office after 2 years or when challenge is sustained, overruled, or dismissed, whichever occurs later.*	G.S. § 163-182.9 et seq. 08 NCAC Chapter 02
18.	PROVISIONAL BALLOT APPLICATIONS Applications located on provisional ballot envelopes and submitted with the provisional ballot.	Destroy in office 1 year from date they were received.	G.S. § 163-233
19.	PROVISIONAL BALLOT FINAL DISPOSITION RECORDS Records used to determine the eligibility of provisional ballots during the counting process.	a) Destroy in office 2 years after input into State Board of Elections database disposition information and reasons. b) Destroy in office working papers after 90 days.	G.S. § 163-182.2(4)
20.	PROVISIONAL VOTER POLL BOOK Lists of voters in each precinct who have executed provisional ballots.	a) Destroy in office 2 months after certification all records concerning a primary, general, or special election not involving federal offices. b) Destroy in office 22 months after certification all records concerning a primary, general, or special election involving federal offices.	42 U.S.C. 1973gg et seq.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 33, page 9.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative/reference value ends." Please use the space provided.

ITEM #	STANDARD-8: PROGRAM OPERATIONAL RECORDS: ELECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.	RECOUNT RECORDS Records relating to the request and conduct of a recount of votes cast.	a) Destroy in office 2 months after certification records concerning a primary, general, or special election not involving federal offices. b) Destroy in office 22 months after certification records concerning a primary, general, or special election involving federal offices.	G.S. § 163-182.7 08 NCAC Chapter 09 42 U.S.C. 1973gg et seq.
22.	RETURNS BASED UPON VOTING TABULATION DISTRICT (VTD) Record of votes cast by voters in each VTD regardless of where that voted.	Destroy in office after two years.	G.S. § 163-132.5G
23.	SAMPLE AUDIT COUNTS	a) Destroy in office 2 months after certification records concerning a primary, general, or special election not involving federal offices. b) Destroy in office 22 months after certification records concerning a primary, general, or special election involving federal offices.	G.S. § 163-182.2

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 33, page 9.*

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative/reference value ends." Please use the space provided.

ITEM #	STANDARD-9: PROGRAM OPERATIONAL RECORDS: VOTER REGISTRATION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	<p>VOTER-REQUESTED CHANGES A Voter Registration Application/Update form, or a voter registration card, or a written statement that is signed with registrant's current information requesting changes of records, including changes involving provisional ballots.</p> <ul style="list-style-type: none"> a) Change of name and/or address b) Change of party affiliation 	<p>Destroy in office after 2 years.</p> <p><i>Retention note: Official copy of voter registration records is the State voter registration system maintained by the State Board of Elections.</i></p>	<p>G.S. § 163-82.14 G.S. § 163-82.15 G.S. § 163-82.10(a)</p>
6.	<p>VOTER REGISTRATION LISTS AND REPORTS</p>	<p>Destroy in office when superseded or obsolete.</p>	<p>G.S. § 163 Article 7A</p>
7.	<p>VOTER REGISTRATION RECORDS Includes all voter registration records (active, inactive, provisional, removed). Also includes records regarding voluntary and involuntary cancellations (death, felony convictions, notices from other jurisdictions, voter requests).</p>	<p>Destroy in office after 2 years.</p> <p><i>Retention note: Official copy of voter registration records is the State voter registration system maintained by the State Board of Elections.</i></p>	<p>G.S. § 163-82.10(a)</p>

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 33, page 9.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative/reference value ends." Please use the space provided.

MINUTES OF OCTOBER 7, 2013
CATAWBA COUNTY BOARD OF ELECTIONS

The meeting was called to order 5:10 PM. Chairman Hood, Secretary Cheney, Member Stephen Palmer and Director Larry Brewer were present.

Board reviewed 4 absentee ballots.

903 One-Stop voters as of today with 7 Same-day registrations.

The office has been informed by Joe Brannock that he plans to file a voter challenge. Mr. Brannock was informed that challenge must be officially made on election day between 12 PM-5 PM. If a challenge is filed, the Board will hear the challenge on day of canvass, October 15, at 11 AM.

The meeting was adjourned at 5:20.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Lbrewer@catawbacountync.gov

MINUTES OF OCTOBER 8, 2013
CATAWBA COUNTY BOARD OF ELECTIONS

This meeting is to observe election returns for the City of Hickory Primary. Chairman Hood, Secretary Cheney, Member Stephen Palmer and Director Larry Brewer are present.

First returns came into office about 7:50 PM. Final returns were in by about 8:40. No problems occurred during the day.

Preliminary results of election were reviewed by Hood, Cheney and Brewer - Palmer having to leave early. Hood and Cheney determined that the two candidates receiving the most votes in each race were far enough removed from the third place finishers, that challenges would be very unlikely. Therefore, we authorized Brewer to place the order for ballots to be printed for the November General Election.

The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Barry Cheney, Secretary

Via email- Lbrewer@catawbacountync.gov

MINUTES OF OCTOBER 15, 2013 11:05 AM

CATAWBA COUNTY BOARD OF ELECTIONS

Canvass the Hickory primary of October 8. Chairman Hood, Secretary Cheney, and Director Larry Brewer are present. Member Palmer will meet with Brewer later today. Hood and Cheney signed certification of results. Brewer will submit to SBOE. Review of Provisional ballots. 17 Provisional ballots voted. 3 were not approved (not registered to vote). 1 was voted in wrong precinct, counted mayoral race, not City Council. Remaining 13 ballots were fully counted.

Sample count was performed on Precincts 12 and 15. All results agreed 100%. All tapes were checked against printouts. All agreed.

In Precinct 26 (Oakland Heights), voters living on 15th Ave. NW were coded as being in Ward 6, but are actually residing in Ward 5. 3 voted provisional ballots, 14 voted ballot without Ward race. GIS coding mistake was corrected by the next morning.

Board reviewed final numbers to be submitted to SBOE. This concludes Canvass meeting. Begin first Absentee meeting of November 5th election. 13 absentee ballots mailed out, 0 returned. Precinct training has begun for the November Election. Newton will start One-Stop voting on Thursday 10/17, Hickory on Monday 10/21. Equipment for Newton has been tested.

In talking with Iredell County, Brewer discovered that coding was not performed correctly in precincts that were combined. Upon checking our system, he discovered that ours was also incorrect. Brewer contacted PrintElect and they will work to correct problem. Brewer will inform SBOE of issue. We will have a total of 25 ballot styles.

Brewer has meeting with budget department today and funding the mandatory Election Teams for the May Primary will be discussed.

Meeting adjourned 11:30 AM.

Respectfully submitted,

Barry Cheney, Secretary

MINUTES OF OCTOBER 22, 2013
CATAWBA COUNTY BOARD OF ELECTIONS

The second required absentee meeting for November 5th election was called to order at 8:15am. Chairman Hood, Secretary Cheney, Member Palmer and Director Larry Brewer are present.

23 Absentee ballots have been mailed, 1 returned.

One Stop results from October 17th, 18th, and 21st were review. A total of 274 voters reported.

Pct. 26 (Oakland Heights) has requested authorization to perform "Kid's Voting". Board unanimously approved request. Brewer will instruct those involved on pertinent rules/regulations.

The board conducted a brief discussion of scenarios to comply with new regulations (HB 589) regarding required hours of operation for One Stop sites (Section 25.2). The Board will continue this discussion at future meetings.

Equipment testing for the November is proceeding.

Meeting adjourned 8:35 AM.

Respectfully submitted,

Barry Cheney, Secretary

Attachment: One-Stop Transaction 10/17 to 10/22

Via email- Lbrewer@catawbacountync.gov

MINUTES OF OCTOBER 29, 2013 8:15 AM
CATAWBA COUNTY BOARD OF ELECTIONS

This is the third Absentee meeting for November 5th election. Chairman Hood, Secretary Cheney, Member Palmer and Director Brewer are present.

One Stop sites activity reviewed. As of 10/28: 380 voters at Library, 594 voters at Rec. Center.

We reviewed nine Mail- in Absentee ballots.

There have been no problems reported from the one-stop sites.

The Board briefly reviewed various scenarios for staffing of one-stop sites for May 2014 Primary election. Brewer will e-mail the documents to Board members for their review.

Meeting adjourned 8:40 AM.

Respectfully submitted,

Barry Cheney, Secretary

Attached: One Stop Transactions 10/17 to 10/28

Via email- Lbrewer@catawbacountync.gov

MINUTES OF NOVEMBER 5, 2013 7:45 PM
CATAWBA COUNTY BOARD OF ELECTIONS

General Election meeting. All members present.

Discussed 3 scenarios for One Stop site schedules for May 2014 election. All 3 options provide 309 hours of operation. It will cost approximately \$12,000 for each site (total of \$48,000).

Option #1 was ruled out as it did not contain a Sunday. Option #2 has Sunday only at the Newton Library Site. Option #3 has Sundays at all OS sites. There was a unanimous decision to adopt Option #2 for May election. The Board will re-visit the issue after the May Election to consider the option for the November 2014 General Election.

Election returns started coming in about 8:15pm with the final precinct in at 9:05pm.

Meeting adjourned at 9:30pm.

Respectfully submitted,

Barry Cheney, Secretary

Attachments:

One Stop Transaction Statistics from 10/17 through 11/02/13

Summary report of Unofficial Results All Races

Via email- Lbrewer@catawbacountync.gov

MINUTES OF NOVEMBER 12, 2013 11:05 AM

CATAWBA COUNTY BOARD OF ELECTIONS

Canvass meeting. Chairman Hood, Secretary Cheney, and Director Brewer present. Member Palmer was unable to attend at 11am due to a commitment. He was briefed earlier in day and signed the necessary document by Director Brewer.

Board reviewed write-ins.

Chmn. Hood signed all certificates presented to winners of elections.

Discussed issue brought to attention of Board by Rebecca Inglefield. Voter Gloria Thompson voted at One Stop site, but claimed that she was presented with wrong ballot. Investigated and affirmed. She was allowed to re-cast her votes on a provisional ballot. Office removed her Absentee ballot. Provisional ballot was counted.

The Provisional ballots were reviewed – total of 17 ballots. Fourteen ballots were counted and three were rejected because they were not registered.

One Military ballot received, counted. (MIL-1)

Office conducted the required Sample Count for the Mayor of Hickory in Precincts 11, 16 and 19. Precinct 16 showed a discrepancy of 1 vote. It was explained as a stray mark on the ballot.

Final results certified by Board, documents signed. Brewer will submit the Abstract Of Votes to the SBOE.

Next meeting date not set at this point.

Respectfully submitted,

Barry Cheney, Secretary

Attachments: Provisional Voters Statistics
Official Results Summary Report
Abstract of Votes

Via email- lbrewer@catawbacountync.gov