

## **BOARD OF ELECTIONS**

**Stuart Russell**  
Chair

**Susan Campbell**  
Vice-Chairperson

**Robert Durrah, Jr.**  
Secretary

**John Loughridge, Jr.**  
Member



**Tim Tsujii**  
Director

## **AGENDA** **September 20, 2018**

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Approval of Minutes
6. Approval of Elections Notice
7. Approval of Polling Place Fees
8. Other Business
9. Closed Session (if needed)
10. Adjournment

# FORSYTH COUNTY BOARD OF ELECTIONS

## Meeting Minutes September 20, 2018

### Meeting Called to Order

A regular meeting of the Forsyth County Board of Elections was called to order in the second floor Board Meeting Room on September 20, 2018 at 5:14 p.m., Chairman Russell presiding.

**Board Members in attendance:** Chairman Russell (via teleconference), Vice-Chairperson Campbell, Secretary Durrah, and Member Loughridge

**Staff Members in attendance:** Director Tim Tsujii, Albert Armstrong and Kimberly Stuck

**Other Staff:** Assistant County Attorney – Lonnie Albright

### Pledge of Allegiance

Chairman Russell led the pledge of allegiance.

### Moment of Silence

Chairman Russell led a moment of silence.

### Public Comment Session

Chairman Russell moved to close public comments; Vice-Chairperson Campbell seconded; **Motion carried unanimously.**

Director Tsujii introduced the Board of Elections new staff member Albert Armstrong and gave a brief overview of the on-boarding process. Mr. Armstrong thanked the Board for the opportunity. Mr. Tsujii also provided an update for the Deputy Director's position, he stated that an offer had been made to Melissa Smithey.

### Approval of Polling Place Fees

Ms. Stuck provided details for the additional fees requested by New Hope United Methodist Church and Crestwood Baptist Church. Mr. Tsujii presented fee increase requests for Summit School and Crestwood Baptist Church for Board consideration and approval. Director Tsujii stated that he had researched with other similar counties their cost for polling places and provided an overview of the cost incurred by the different counties. Secretary Durrah stated that he would like to examine a criteria for payment going forward. Director Tsujii stated that it would be appropriate to hold further discussions after the election.

Chairman Russell joined the meeting in person at 5:25 p.m.

Secretary Durrah moved to accept staff recommendations of fee increases, Vice-Chairperson Campbell seconded; **Motion carried unanimously.**

### Approval of Meeting Minutes

Chairman Russell moved to approve the meeting minutes as presented; Vice-Chairman Campbell seconded; **Motion carried unanimously.**

### Approval of Elections Notice

Mr. Tsujii presented the Elections Notice for the November 6, 2018 general election to the Board for review and approval; Secretary Durrah asked that 7:00 a.m. be added to the notice for the opening of Early Voting. Chairman Russell moved

to approve the Election Notice as written for the September 21, 2018 publication and with additional language added for all future publications. Secretary Durrah seconded; **Motion carried unanimously.**

**Adjournment**

Secretary Durrah moved to adjourn the meeting; Chairman Russell seconded; Motion carried unanimously.

Approved:

\_\_\_\_\_  
Stuart Russell, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan Campbell Vice Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Durrah, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Loughridge, Member

\_\_\_\_\_  
Date