

**Tahoe Donner Elections Committee
Meeting Minutes
April 4, 2023**

Members Present: Steve Meyers, Nan Carnal, Bette Rohrback, Charlene Simmons

Staff Present: Lindsay Hogan, Ali Dickinson

The meeting was called to order at 2:08 PM. There were no member comments.

Review/Comments May TD News Article

Ali presented DRAFT content for the May article. Layout will mirror Election Roadmap articles of years past. Committee approved content of article; the only recommendation was to delete the Campaign Spending call-out box in the interest of space and trying to keep content fresh.

Ali/Patricia will forward final DRAFT of article to committee members for review/comment. Comments due back to Ali by April 10.

Plans for EC Mailbox Monitoring by Committee

Committee members currently unable to access the mailbox due to a password issue. We are therefore unable to see how many applications have been downloaded and/or returned to date. Steve will reach out to Patty when she returns 4/5 to troubleshoot/fix the problem. (In the interim Lindsay will contact Miah for his input). Need identified to get committee members access to the mailbox ASAP.

Steve will develop monitoring schedule for the members going forward. (Charlene will be unavailable for blocks of time during the election cycle; she will therefore not be included in the monitoring) schedule.)

Update on Ballot Box Recommendation

All members have seen the recommendation forwarded to the board re: an onsite ballot drop box and the board's action re: it's use. The ballot box (which will be secured to the wall in the Member Services area, which has video monitoring capability), will be made available on Tuesday morning, June 20. (Membership will be notified of the availability of the drop box on Monday, June 19 via e-mail blast.) The box will be emptied by the Accounting Firm end of day on Wednesday, June 21, and at the end of ballot counting on Friday, June 23 and Sunday, June 25. The box will be available during Member Services hours on Saturday, June 24.

Plans for April 20th Candidate Application Review and Notification Meeting

Committee will convene a closed meeting on Thursday, April 20 at 10 AM. Application review will be completed, and applicants will be contacted via phone re: their qualification to run. The script used during the last election cycle (which was reviewed by committee members prior to this meeting) will again be used to communicate key upcoming candidate events and answer any questions the candidates may have. The board and the membership will be notified of the slate of candidates later in the day.

Candidate Informational Forum agenda and process were reviewed. Steve will keep Brent updated re: number of applications received and agenda for this meeting.

Election Voter Packet Initial Review

Lindsay has forwarded the "Notice of Annual Meeting" document to Steve for updating. Committee reviewed content of voter packet and process for review/printing.

Lindsay is conducting a site visit and interview with the top bidder for the printing contract on Thursday, April 6. (There are 4 vendors who have submitted proposals). A major focus with any printer candidate will be quality control around address consistency with the multiple ballot envelopes included in the Voter Packet after last year's issue with 2 ballots that had mismatched information.

The meeting was adjourned at 3:00 PM.