

**Elections Committee Meeting Minutes**  
**Tuesday, April 18, 2019**  
**Mezzanine Conference Room**  
**1:00 PM - 3:00 PM**

Attendees:

Committee Members: Bette Rohrback, Maureen Warmerdam, Karolyn Gander  
Staff Liaison: Lindsay Hogan  
Guest: Benjamin Levine

Member Comments

Benjamin discussed the possibility of candidates running as a ticket. If this occurred, he asked how the e-blasts and TD web postings would be accommodated. The EC decided the following:

In the e-blasts, the candidates space/text will be treated as separate candidates not combined. For the TD web candidate statements, the candidates will be treated as separate candidates. In addition, the committee decided to provide a link to download the .pdf candidate statement. This link will be located directly under the candidate email address on the candidate page. The candidate weekly post will be treated as separate candidates not combined.

Approve Minutes of 3/12 Meeting - Minutes approved.

TD News content for May - "Roadmap to the Election"

The committee approved the TD News content for May with the discussed changes.

Member Suspensions effective May 1 - Review number of member suspension letters sent out with April statement of accounts. Draft letter to the Board advising

of number of members receiving notice of suspension and their opportunity to request a hearing before the board at April 27 meeting - Lindsay will provide EC number of suspensions.

Review/revise/update election materials to be mailed on May 20. To be approved by EC:

- Notice of Annual Membership Meeting  
Approved notice with changes. The notice will use bold text style rather than red text.
- Ballot (format only; candidate names to be added after May 1)  
Approved ballot using same green color with updated 2 candidates language.
- Ballot Envelope  
Approved as is.
- Mailing Envelope  
Approved removing plastic address window envelope and instead print address on envelope. This change will streamline process and decrease costs.
- Introduction to Candidate Statements

Approved as is.

- Coupons  
Lindsay will work with Mike Salmon on this item.
- FORMAT for Election Packet upgrade after costs obtained  
Approved upgrade to glossy colored outside page on the Election Packet. The cost will be an additional \$221. This was viewed as minor in-light of the decreased cost of the mailing envelope.

Marketing will finalize the Election Packet in anticipation of sending all approved elements to the printer on April 30. Prior to sending the the printer, EC will proof the Election Packet. Once the printers have completed printing, the printers will provide a video of the printed Election packets. The video will show the actual packet and assure that the address printed on the mailing envelope is the same address as the ballot envelope. The video will take the place of an EC road trip to the printers as has been done in prior years. This will save time and money.

Review/update Election Process FAQ's to be posted to the website on May 1  
Approved with changes.

Determine time and 'content' for kiosk events on May 18 and June 15

The kiosks will use a pop-up tent with a table and two chairs. The content will include printed candidate statements, printed Q&A documents, flyer about gov-docs to raise awareness and a get out the vote banner. We will also have a couple of charged iPads used to display the TD Web election pages.

May 18 kiosk will be at Trout Creek (location TBD due to construction) from 3:30pm to 5:30pm. The timing was based on data provided by Benjamin. June 15 kiosk will be set up at the Marina on the deck. This event is weather dependent.

Determine member availability for Candidate video/photo sessions/informational forum, Meet and Greets, Kiosk Events, and Candidate's Night Forum

- Video/Photo sessions - Friday, May 3 9:00 - 12:00 by appointment  
Bette will host.
- Candidate Informational Forum - Friday, May 3 2:00 - 4:00 PM  
All EC members will attend.
- Meet and Greet - Saturday, May 11 6:00 - 7:30 PM  
Bette and Karolyn will attend.
- Kiosk Event - Trout Creek - Saturday, May 18 3:30 to 5:30 PM  
Karolyn and TBD will host.
- Candidate's Night - Saturday, May 25 6:00 - 9:00 PM  
All EC members will attend.
- Meet and Greet - Saturday, June 8 6:00 - 7:30 PM  
Karolyn and Maureen will host.
- Kiosk Event - Marina - Saturday, June 15 - Time TBD  
Bette and Maureen will host.

Manager Meeting Agenda May 10 - 2:30 PM

Lindsay will facilitate this with Robb. EC will not attend.

Review Board document re: Amendments to Committee Policies and Charters  
EC had no changes to the document. Bette will inform the Board.

Upcoming Meetings:

**May 1 9:00 AM - 12:00 PM**

Review applications, notify candidates of eligibility to run, memo to the Board re: slate of candidates, ballot order drawing

**May 3 2:00 PM - 4:00 PM**

Candidate Informational Forum

**May 8 9:00 AM - 10:00 AM**

Approve Election Packet and get approval from Inspector of Election

**June 21 9:00 AM - 5:00 PM**

Open Board Meeting for ballot counting

**June 23 10:00 AM - 12:00 PM**

Annual Membership Meeting - Conclusion of the Election

**July 9 TIME TBD** Election Committee Debrief and Planning for Gov Docs effort