

**Board Members**

Etsil S. Mason, Chair  
Jeffrey Blick

Debbie Avery, Secretary  
Derek Brown

Patricia C. Dunn

**Meeting Type:** Regular  
**Location:** 1800 North Greene Street, Suite C, Greenville NC  
**Date and Time:** July 18, 2023; 12:00 PM

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**Present:** Members: Chair Etsil S. Mason, Secretary Debbie Avery, Jeffrey Blick, Derek Brown, and Patricia C. Dunn

Staff: Director Dave Davis and Deputy Director Racheli Vidal

**Oath of Office:** The five Board Members were administered the oath of office by Director Dave Davis (as a notary public).

**Board Organization:**

- a. **Elect Secretary:** Debbie Avery was nominated and voted unanimously to be Secretary for the 2023-2025 term of office.
- b. **Adopt Rules of Procedure:** Tabled for future meeting.
- c. **Approve Director of Elections Duties and Responsibilities:** The Director of Elections Duties and Responsibilities was adopted unanimously.

**Minutes:** Approved

**Agenda:** Approved

**Director's Report:**

- a. LaVern Gradney has been selected to fill the Campaign Finance and Precinct Liaison position. Shirley Whitehurst has joined us as our new Elections Clerk.
- b. The new office space is now open and in use.
- c. Racheli Vidal reported that County MIS is in the process of creating email addresses for the Board members.
- d. The I Voted sticker contest will open to the public on August 1. There are seventeen finalists.
- e. **Next Board meeting:** Tuesday, August 22 at 4:30 PM

**Public Comment:**

- a. Brenda Jones: Will signage be placed outside the building directing the public to the new Elections Office?

**Old Business:** None

**New Business:**

- a. **Adopt One-Stop Voting Plan for 2023 Municipal Elections:** A motion was made by Mr. Blick to adopt the following One-Stop plan. The motion passed unanimously.
  - In lieu-of site to be located at County Office Building, PATS Conference Room
    - Weekdays, October 19 – November 3 --- Hours: 8:00 AM – 6:00 PM
    - Saturday, November 4 ----- Hours: 8:00 AM – 3:00 PM
  - Four additional sites: Agricultural Center, Center at Alice F. Keene Park, ECU Student Center, and Winterville Fire Station, Community Room
    - Weekdays, October 30 – November 3 --- Hours: 8:00 AM – 6:00 PM
    - Saturday, November 4 ----- Hours: 8:00 AM – 3:00 PM
- b. Members discussed drafting a letter to send to the NC General Assembly regarding recent election-related bills. It was determined that some additional time to review the bills would be needed. Mr. Brown made a motion to set a timetable of 3:00 PM, Friday, July 21 to notify the Chair to call a meeting if the majority so desire, and that meeting would be at 4:30 PM, Wednesday, July 26; the motion passed unanimously.

The Board adjourned.

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Debbie Avery, Secretary

