

**Meeting Minutes  
March 6th, 2018**

The City of Manassas Electoral Board held a meeting Tuesday, March 6th, 2018 at the Voter Registration & Elections Office, 9025 Center Street.

In attendance were Chairman John Snider, Vice Chair Pamela Kincheloe, Secretary Patricia Fields and Susan N. Reed, General Registrar.

Chairman Snider called the meeting to order at 9:00 AM and Vice Chair Kincheloe moved to approve the minutes from the last meeting. Secretary Fields seconded and the motion carried.

Chairman Snider asked for a motion to retain the Electoral Board officer positions. Motion made by Vice Chair and seconded by Secretary. Vote taken, motion carried.

Discussion of duties, policy and responsibilities for re-appointed Vice Chair Kincheloe were distributed.

Next the Electoral Board discussed training, Voting Machine privacy screens and COMET issues concerning Campaign Finance reports.

The Voting Machine Security Plan was reviewed for 2018 and changes suggested to have 2 Election Officials or staff present when Election Officials or staff handle Voting Machine thumb drives or Poll Book thumb drives. Log sheets for Voting Machines were reviewed. Chair Snider directed General Registrar Reed to store Poll Books in Voting Machine cages for security. Vice Chair Kincheloe moved to approve Voting Security Plan and Secretary Fields seconded. Motion carried.

Finally Electoral Board discussed recent training for VEBA at the Homestead. Topics were Post Election Audits, canvass, provisional ballots and cybersecurity.

The meeting was adjourned at 10:40 AM.



---

**Patricia E. Fields, Secretary**