

**Meeting Minutes
September 2, 2020**

The City of Manassas Electoral Board held a meeting Wednesday, September 2, 2020 at 9025 Center St. Manassas VA.

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

Chair Snider called the meeting to order at 10:05 AM.

Public Comments

Chair Snider asked if there were any public comments, no public comments for the record.

Minutes

Chair Snider asked General Registrar Reed if there were any minutes to approve, no minutes for board's approval.

New Business:

Board discussed drop boxes and what type should be ordered. Board directed Registrar Reed to see if permit is required for drop box on city property. Vice Chair Kincheloe volunteered to locate a drop box for purchase since many companies have sold out or not taking new orders due to pandemic demand.

Vice Chair Kincheloe made a motion for General Registrar Reed to enter into agreement with John Heltzel AIA to design pre-processing room for office. Secretary Fields seconded, all were in favor.

Board decided to meet for Provisionals after noon the Friday after the election and on Wednesday, November 4 for canvass of the Precincts.

Vice Chair Kincheloe moved to secure the first-floor conference room for pre-processing and Electoral Board meetings during Early Voting and on Election Day if needed. Secretary Fields seconded, all were in favor.

Old Business

Board discussed which Election Official training session they will attend.

Vice Chair Kincheloe moved to adjourn, all were in favor. Meeting adjourned 12:27 PM.



Patricia E. Fields, Secretary