

**Meeting Minutes
January 12, 2021**

The City of Manassas Electoral Board held a meeting Tuesday, January 12, 2021 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 1:00 PM.

Public Comments

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

Minutes

Vice Chair Kincheloe moved to approve minutes as presented, Secretary Fields seconded, all were in favor.

Directors Report

General Registrar Reed handed out the Voter Registration Budget Packet, a graph showing Absentee activity for CAP between 2016 and 2020 and the seven-year Election schedule for preparation of FY22 budget meeting on January 15, 2021.

New Business:

Assistant Registrar, Cyndi Higginbottom, who is also acting CAP Chief during elections, presented the Electoral Board with a detailed report of CAP pre-processing and CAP Election Day duties, responsibilities and forms.

Old Business

General Registrar Reed notified the Electoral Board that the Cybersecurity checklist has been submitted to ELECT.

Vice Chair Kincheloe moved to adjourn, all were in favor. Meeting adjourned 2:38 PM.



Patricia E. Fields, Secretary