

Office of the Electoral Board and General Registrar  
County of King and Queen  
232 Allens Circle, P. O. Box 56  
King and Queen Court House, VA 23085

Stuart Swilley, Chair  
Linda Culbreth, Vice Chair  
Martha Edwards Hart, Secretary

Diane C. Klausen, General Registrar  
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Electoral Board of King & Queen County met Tuesday, August 13, 2024 in the Office of GR.

EB meeting was called to order at 9:04 a.m. by Stuart Swilley, Chair.

In Attendance: EB Members Stuart Swilley, Linda Culbreth, Martha E. Hart, GR Diane Klausen, & DR Kristy Creech.  
Minutes of the previous meeting were read, reviewed, & unanimously approved after minimal adjustments.

Old Business:

1. Per State requirement: GR & EB reviewed K&Q County list of Registered Voters over age of 100 years.
2. GR & EB reviewed/discussed Legislative Changes per Governor's Executive Orders re: Elections.
3. GR informed EB Grant Approval for 'Ballot on Demand'. Two (2) 'BOD' printers have been delivered.
4. GR informed EB Voting Systems Security Plan for K&Q County has been approved, & submitted.

New Business:

1. GR informed EB: American with Disabilities Act (ADA) Compliance & Accessibility forms must be completed & submitted by September 1, 2024. GR, DR, & EB each will complete ADA form for one (1) of the five (5) precincts of K&Q County.
2. GR informed EB re: equipment preparation for Early Voting & Satellite Site Voting, including, but not limited to, KNOWiNK Poll Pads, & repairs to a HART Ballot Scanner, is underway, as the November General Election Early Voting commences Friday, September 20, 2024.
3. GR informed EB: Logic & Accuracy (L&A) Testing will be scheduled for mid-September. GR will notify EB & K&Q County Party Chairs of date & time.
4. GR reviewed general information re: training & preparation for Risk Limit Auditing post November General Election. More specific information will be discussed during September 2024 EB meeting.
5. GR informed EB despite delayed delivery of Same Day Registration (SDR) Envelopes from State printing vendors, there is no concern, as K&Q County has sufficient stock.
6. GR & EB reviewed & determined specific number of November General Election ballots to order for each K&Q Precinct. Early Voting ballots will be printed using the new KNOWiNK Ballot on Demand printers.
7. GR informed EB of the KNOWiNK Poll Pads Users Group. This Users Group affords improved information-sharing among Offices of GRs, both new & experienced in the use of KNOWiNK Poll Pads, throughout Virginia, as well as the US.

\*\*Next Meeting of K&Q County EB: 9:00 a.m., Tuesday, September 10, 2024.

There being no further business, meeting of K&Q County EB adjourned @10:05 a.m.

Respectfully Submitted,

Martha Edwards Hart  
Secretary