

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, January 14, 2025 in the office of the K&Q County Registrar.
EB meeting was called to order @9:12 a.m. by Stuart Swilley, Chair.

In Attendance: EB Members Stuart Swilley, Linda Culbreth, Martha E. Hart, GR Diane Klausen, Chief DR Emma-Wade Davis, & DR Kristy Creech.
Minutes of the previous EB meeting Tuesday, December 3, 2024, were read, reviewed, & unanimously approved.

Old Business:

1. GR & EB reviewed upcoming calendar of events:
 - a) Registration for Virginia Electoral Board Association (VEBA) "Boot Camp" Training on Saturday, February 1, 2025 in Caroline County is closed; however, next scheduled "Boot Camp" Training will be held Sunday, March 23, 2025 during VEBA 50th Annual Conference March 23-25, 2025, Omni Homestead Resort, Hot Springs, VA. Other "Boot Camp" Trainings will likely be scheduled during 2025.
EB Secretary Martha E. Hart, as newest reappointed EB member (Term: January 1, 2025-December 31, 2027), is required to attend a "Boot Camp" Training in 2025.
 - b) ***Per specific scheduling conflicts, K&Q County EB will meet Tuesday, March 18, 2025, & Tuesday, April 15, 2025.
2. GR & EB reviewed: 2025 VA Election Calendar:
 - a) *** Determination of Need for VA June 2025 Primary will be made by Monday, April 14, 2025.
***If Held: June Primary Tuesday, June 17, 2025:
***Early Voting: Friday, May 2-5:00 p.m. Saturday, June 14, 2025;
***Voter Registration closes Monday, May 26, 2025;
***Last Day to request Absentee Ballot to be mailed: 5:00 p.m. Friday, June 6, 2025;
***Post-Election Processing Canvass Day 1: Wednesday, June 18, 2025;
***Post-Election Processing Day 2 (Final Day of Canvass): Wednesday, June 23, 2025.
 - b) General Election: Tuesday, November 4, 2025.
3. GR informed EB proposed FY 2025-2026 Budget for Office of GR, & EB, was submitted by Friday, January, 10, 2025 to K&Q Board of Supervisors (BoS).
GR & EB Chair will present FY 2025-2026 Budget Proposal during K&Q County BoS Budget Workshop: 6:00p.m. Monday, February 24, 2025.
4. Office of GR & EB will attend a vendor demonstration of Hart voting machines & software updates Thursday, January 16, 2025, in Warsaw, VA. Specific updates include Voluntary Voting Systems Guidelines (VVSQ) 2.0, the latest set of standards adopted by the U.S. Election Assistance Commission (EAC).

New Business:

1. GR informed EB Election Administration & Voting Survey (EAVS) was submitted Monday, December 30, 2024, as required after every Presidential Election.
2. GR & EB Chair will meet with Tina Ammons, K&Q Co. Director of Finance/Human Resources to prepare new GR application notification, as current GR Diane Klausen is retiring as of Monday, June 30, 2025.
3. GR will meet with Kelly Keesee with KNOWiNK on Wednesday, January 22, 2025 to review Election Day Poll Pad usage.
4. GR & EB reviewed new voting equipment quotes in preparation for future budget planning.

**Next meeting of K&Q County EB: 9:00 a.m. Tuesday, February 11, 2025.

There being no further business, meeting of King & Queen County EB adjourned @10:47 a.m

Respectfully Submitted,

Martha Edwards Hart
Secretary