

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

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

Kristy Creech, General Registrar
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The Electoral Board (EB) of King & Queen County met Tuesday, January 13, 2026 in the office of the General Registrar of K&Q County. The EB meeting was called to order at 9:06 a.m. by Stuart Swilley, Chair.
In Attendance: EB Members Stuart Swilley, Linda Culbreth & Martha E. Hart, & GR Kristy Creech.
Minutes of the previous EB meeting Tuesday, December 16, 2025 were read, reviewed, & unanimously approved after minor clarification.

Unfinished Business:

GR & EB reviewed calendar of pertinent events:

1. VEBA (Virginia Electoral Board Association) 51st Annual Conference will be held Monday, March 23—Wednesday, March 25, 2026 at The Omni Homestead Resort & Spa, Hot Springs, VA.
2. 2026 VEBA "Boot Camp Training":
 - a) Saturday, February 7, 2026, 9:00 a.m.—3:00 p.m.: 17202 Richmond Turnpike, Milford, VA 2251.
*Registration: Monday, December 15, 2025—Saturday, January 31, 2026, via VEBA website link; or,
 - b) Monday, March 23, 2026 during VEBA 51st Annual Conference (Omni Homestead Resort & Spa).
***GR reminded EB: "Pursuant to §24.2-106 D of the Code of Virginia, each member of the EB shall attend an annual training program provided by the State Board during the first year of appointment, & the first year of any subsequent reappointment."
 - c) EB Chair Stuart Swilley is registered for Saturday, February 7, 2026 VEBA "Boot Camp" Training.
3. GR & EB reviewed, & discussed specific handouts detailing Office of GR FY 2026–2027 budget planning. Discussion included, but was not limited to, the budget planning calendar, specific budget requests, as well as expense rationale, per K&Q County FY 2026—2027 budget planning meeting held Wednesday, December 17, 2025.
**This work continues GR & EB preparation for K&Q County Board of Supervisors' (BoS) Budget Workshop Monday, February 16, 2026.
***Formal presentation for Office of GR & EB FY2026—2027 Budget to K&Q BoS: Monday, February 23, 2026.

New Business:

1. GR informed EB: Jira™ software is being utilized by ELECT (Virginia Department of Elections) as a service desk tool for local registrars to submit & track requests, including polling place relocations. Jira™ is known as a versatile project management & issue-tracking software used by teams for software development, IT service management, & general business tracking.
2. GR informed EB: Webex for election preparation to be presented Thursday, January 22, 2026 @2:00 p.m.
3. GR informed EB: Letters have been sent to current Officers of Election (OE) re: intent for re-appointment to the term March 1, 2026—June 30, 2027, to coincide with the term of GR Kristy Creech appointed to fulfill the unexpired term of GR Diane Klausen, who retired June 30, 2025.
4. GR & EB reviewed continued concerns re: US Postal Service (USPS) & late-arriving mailed ballots.
5. GR & EB reviewed Division of Motor Vehicles (DMV) processes & procedures re: specifically, a voter's physical address, & a voter's Post Office (PO) Box address.
6. GR & EB discussed basic preliminary planning, such as supplies, meetings, & budget needs, for the potential Special Election in April 2026 re: redistricting throughout the Commonwealth, as well as the June Primary Election, & the November General Election.

***Next meeting of the King & Queen County Electoral Board will be held Tuesday, February 10, 2026. There being no further business, the meeting of the King & Queen County EB adjourned @10:10 a.m.

Submitted by Martha Edwards Hart, Secretary