



**FORSYTH COUNTY BOARD OF ELECTIONS**  
**Board Meeting**  
**Agenda**  
**January 18, 2024 – 3:00 p.m.**

1. Meeting Called to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comments
5. Approval of Meeting Minutes
6. Appointment of MAT Members
7. Approval of Election Notice for the March 5, 2024, Primary Election
8. Adoption of Early Voting Workers' Job Descriptions and Qualifications
9. Approval of Temporary Staffing Guidelines and Agreement
10. Appointment of Early Voting Officials
11. Approval of Early Voting Site Fee for Calvary Moravian Church
12. Appointment of Precinct Officials for the 2023 Municipal Election
13. Other Business
14. Closed Session (if necessary)
15. Adjournment

**FORSYTH COUNTY BOARD OF ELECTIONS**  
**Meeting Minutes**  
**January 18, 2024 – 3:00 p.m.**

**Meeting Called to Order**

A meeting of the Forsyth County Board of Elections was called to order in the 2<sup>nd</sup> Floor Board Room on Thursday, January 18, 2024, at **3:02** p.m., Chairperson Robert Durrah, Jr. presiding.

**Board Members in attendance:** Chairperson Robert Durrah, Jr., Vice Chair Catherine Jourdan, Secretary Chad Doomy, Member Alfred Harvey, Member Adam Draper

**Staff Members in attendance:** Director Tim Tsujii, Tricia Starkey, Adam Clark, Louise Lash, Carma Buchanan, Olivia Phillips

**Pledge of Allegiance**

Chairperson Robert Durrah led the Pledge of Allegiance.

**Moment of Silence**

Chairperson Robert Durrah led a moment of silence.

**Public Comments**

Chairperson Robert Durrah called for public comments, providing two minutes per speaker:

Nancy Polk: 6013 Allington Court, Winston-Salem, NC 27104

Jean Alsup: 940 Kenleigh Circle, Winston-Salem, NC 27106

Vice Chair Doomy moved to close public comments; Member Draper seconded. **Motion carried unanimously.**

**Approval of Meeting Minutes**

Vice Chair Jourdan moved to approve the meeting minutes from the November 17, 2023 Supplemental Absentee Meeting, the November 17, 2023 Canvass Meeting, and the meeting on November 22, 2023; Member Draper seconded. **Motion carried unanimously.**

**Appointment of MAT Members**

Louise Lash, Absentee Voting Manager, presented thirteen MAT Team members to be approved. These individuals were trained and eligible to serve as MAT Team members for 2 years: Deborah Jordan, Robin Swaim, William King, Xavier Carter, Benjamin Morgan, Jeane Allison, Anna Budzinski, Judson Davis, Donald Dunn, Colista Ramseur Green, Brenda Hill, Ashley Snyder Miller, and Michael Haymore. Vice Chair Jourdan moved to approve the MAT Team members as presented; Secretary Doomy seconded. **Motion carried unanimously.**

**Approval of Election Notice for the March 5, 2024 Primary Election**

Tricia Starkey, Board Clerk, presented to the Board for approval the Notice of Election for the primary election on March 5, 2024. Per statute 163-33(8), this notice will be posted beginning 20 days before the voter registration deadline of February 9, 2024, in a newspaper having general circulation in the county. Notice to also be posted on the office door display. Member Draper moved to approve the resolution as submitted, Secretary Doomy seconded. **Motion carried unanimously.**

The Board discussed the parking and signage for the Calvary Moravian Church early voting location.

**Adoption of Early Voting Workers' Job Descriptions and Qualifications**

Director Tim Tsujii presented to the Board for adoption the resolution of the appointment guidelines for early voting officials in accordance with Numbered Memo 2023-07 and Senate Bill 747. Member Draper moved to approve the adoption of the resolution as presented; Member Harvey seconded. **Motion carried unanimously.**

**Approval of Temporary Staffing Guidelines and Agreement**

Director Tsujii presented to the Board the temporary staffing guidelines and agreement for all temporary employees including those working in the office and at the early voting sites. Due to State Bill 747, Early Voting Officials must also sign an Early Voting Officials Oath. Upon review and discussion of the wording and formatting of the agreement, member Draper moved to approve the agreement as presented; Member Harvey seconded. **Motion carried unanimously.**

**Appointment of Early Voting Officials**

Director Tsujii presented the Board with the Early Voting Officials appointment list for the primary election. Member Draper mentioned that the Board of Elections makes a general attempt to have balanced appointments among party affiliation at each location. Member Harvey asked that the office verify the status of one appointee that may have passed away a few days ago. Vice Chair Jourdan moved to approve the appointment of early voting officials list as presented with a note to check on one individual's status; Secretary Doomy seconded. **Motion carried unanimously.**

Director Tsujii informed the Board that Isaac Westfall has permanently joined the staff as the new Elections Trainer. Olivia Phillips is the new Auburn University Intern who will be with us for the Spring 2024 semester.

**Approval of Early Voting Site Fee for Calvary Moravian Church**

Carma Buchanan, Polling Place Coordinator, presented to the Board that the daily rental rate at Calvary Moravian Church will be \$200.00, which is budgeted. Member Draper moved to approve the rental rate; Member Harvey seconded. **Motion carried unanimously.**

**Other Business**

**Closed Session (if necessary)**

**Adjournment**

Secretary Doomy moved to adjourn; Member Draper seconded. **Motion carried unanimously.** Meeting adjourned at 4:07 p.m.

Forsyth County Board of Elections – Board Meeting January 18, 2024

Approved:

s:/Robert Durrah, Jr.

Chairperson

s:/Catherine Jourdan

Vice Chair

s:/Chad Doomy

Secretary

s:/Alfred Harvey

Member

s:/Adam Draper

Member