**BOARD OF ELECTIONS AND REGISTRATION MEETING MINUTES**

January 19, 2023

The meeting was called to order at 4:11pm in Richmond Hill, GA by Keith Spitznogle. In attendance: Kathryn Downs, Elizabeth “Lee” Ergle, Penny Dubois, Nevin Patten, Keith Spitznogle, Cindy Reynolds, Keshia Gusman

1. **APPROVAL OF MINUTES FROM JANUARY MEETING**

We did not have a meeting for the month of December due to not having a quorum.

1. **OLD BUSINESS**

New Board Members were sworn in by Becky Crowe prior to the start of the board meeting. Officers were established. Keith Spitznogle nominated Andrew Johnson as Chairman, Lee Ergle seconded, and vote was unanimous.

Lee Ergle nominated Keith Spitznogle as Vice Chairman, Nevin Patton seconded, and vote was unanimous.

Nevin Patton nominated Lee Ergle as Secretary, she declined.

Lee Ergle nominated Penny Dubois as Secretary, she declined.

Keith Spitznogle and Nevin Patton recommended Keith Spitznogle as Secretary. He accepted and vote was unanimous. He will hold both positions for the 2023 year.

Lee Ergle commented that she would be willing to become Secretary next year.

1. **NEW BUSINESS**

Cindy Reynolds reported that the Secretary of State’s office will launch the new voter registration system (GARVIS) on February 6, 2023. Voter Registration will be undergoing a transfer to the new system January 31-February 5. We will be posting on the website that “Processing of registration may be delayed due to maintenance”.

28 cellular poll pads will be distributed to our county on February 27. Will have to order 2 more poll pads in order to accommodate 3 poll pads per precinct.

Cindy Reynolds retires on June 1, 2023. Will post link to job application when it becomes available on the list serve.

Will send Andrew Johnson information on virtual conference to be held February 12-15.

Lee Ergle asked of duties of a board member and Keith Spitznogle explained about visiting polling sites on Election days.

 (Please see the Elections Supervisor report attached.)

1. **ADJOURNMENT**

The next meeting is scheduled for February 16 at 4:00 pm in Richmond Hill, GA. There being no further business to discuss, a motion was made by Lee Ergle to adjourn the meeting, and Penny Dubois seconded the motion. Meeting was adjourned at 4:32pm

Respectfully submitted,

Keshia Gusman