



**City of Mount Rainier
Board of Elections
State of Maryland
Volunteer Voter Registration Training
and Meeting
25 February 2015
Minutes**

Attendees:

Maxine Drakeford; Abby Greenwell (via teleconference); Karl Jones; Veronica Owens; Matt Weber; and Dina Williams.

Approval of Minutes

- Veronica informed Dina of the City's new logo. The old logo was replaced and will be used on all minutes.
- Mayor Miles sent an email stating the Minutes must be filed with the City Clerk, Janice Lomax. Dina will email Janice the Minutes subsequent to their approval.
- Maxine moved to approve the February 23rd Minutes. Matt seconded the motion.

City Map

- Veronica provided attendees with a copy of the City's map. Everyone highlighted their preferred coverage areas for voter registration. The key is to not duplicate efforts.
- Karl asked if the BOE wanted to stay in their area or branch out. Maxine noted she would be better received working out of her area; Matt mentioned working in his area would be more convenient; Abby and Dina said it does not matter what area they cover.
- Karl recommended (and everyone agreed) to visit the apartments first, and get them out the way. If anyone wants to knock on residents' doors, before the apartment drive is underway, they are encouraged to do so.
- The BOE will team in pairs of two when visiting apartment complexes.
- Apartment Managers will be given a heads up about the BOE coming to their apartment complex.
- The goal is to engage and educate new and current registered voters.
- Veronica asked if there is a spiel we would be using. While everyone has different styles, the idea is to have consistent wording.

Mount Rainier Schools

- Orphelia will work with Northwestern High School to solicit students to serve as volunteers.
- Dina commented about involving the PTSAs at all City schools. Perhaps flyers could be given to students to take home to their parents. The BOE will need to learn the Board of Education's policies and procedures on posting and distributing political notices.
- Veronica and Abby noted they have contacts.
- Abby will contact Mount Rainier Elementary School and reach out to the PTSA leadership.

Handling Election Calls to City Hall

- Veronica inquired about communication procedures for calls, emails, and walk-ins that come into the City. She noted that once the newsletter is mailed, there is a great possibility that questions will be directed to City Hall.
- Attendees discussed if a voicemail could be created. Essentially, while Veronica serves as a liaison to the Board, she will not be able to act as a secretary.. She will, nevertheless, continue to send group emails.
- Veronica suggested the BOE develop fact sheets that include Frequently Asked Questions (FAQs). Everyone agreed FAQs would be a great way to inform the City about the election. Fact sheets could be given to residents during voter registration drives. Copies will be placed at City Hall and included on the City's website and Listserv.

Flyer

- Veronica distributed copies of the flyer for everyone, who remarked how nice the red, white, and blue colors appeared.
- Changes to the flyer were approved.
- Jesse Christopherson will be contacted (per Mayor Miles' suggestion) to translate the flyer to Spanish.
- The flyer will be double-sided, with English on one side and Spanish on the other.

Newsletter

- Veronica distributed copies of the newsletter.
- Minor changes were made.
- Attendees asked if the March/April newsletter could be printed at a later date so that candidate bios could be included.
- The March 17 deadline for candidate bios would mean possibly excluding those who do not declare their candidacy by the April 6 deadline.

Absentee Ballots

- Dina will order the Post Office Box.
- Attendees discussed that it is the voter's responsibility to retrieve the ballot and return it to the PO Box.
- The ballot used from the last election (2013) is not in the possession of the Board as Maxine returned all election materials immediately after the Oath of Office was taken.
- Veronica will check with the City to find a previously used absentee ballot.
- Abby questioned how absentee ballots could be created without candidates. The Board acknowledged this, and will create a draft absentee ballot to be finalized and approved once all candidates are in place.

Listserv

- Abby stated she provided contact information for the BOE on the Listserv.
- Matt will send the link to all Board members.

Bio Submission

- All candidates will be informed about the specifics for bio submission, but it will not be the BOE's responsibility to obtain, maintain, and retain bios.
- Maxine noted that the League of a Women Voters, who will facilitate the forums, will need bios of all candidates.
- Veronica stated she would take the lead on the bios.

Video

- Veronica suggested the Board produce a promotional video that could be repeatedly run on the City's cable channels.
- The group agreed to develop and execute a media strategy.

Next Meeting

- The BOE initially planned to meet on Monday, March 2, at 7:00pm.
- After being notified by Veronica that the Board is scheduled to be sworn in during the Tuesday City Council meeting, the next BOE meeting will be held on March 3, immediately following the Oath of Office.

Adjournment

The meeting ended at 8:40pm.

Respectfully submitted,



Dina Estelle Williams
28 February 2015