



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## MINUTES MARYLAND ASSOCIATION OF ELECTION OFFICIALS January 14, 2014

A meeting of the Board of Directors of the Maryland Association of Election Officials (MAEO) was held on Monday, January 14, 2014 at the Anne Arundel County Board of Elections Annex in Glen Burnie, Maryland.

### Board Members present:

Gail Hatfield, President, Calvert County  
Anthony Gutierrez, Vice President, Wicomico County  
Allison Murphy, Treasurer, Caroline County  
Katherine Berry, Board Member, Carroll County  
Katie A. Brown, Board Member, Baltimore County  
David Garreis, Board Member, Anne Arundel County  
Abigail Goldman, Board Member, Baltimore City  
Guy Mickley, Board Member, Howard County

### Board Members excused:

Mary DePelteau, Secretary, Calvert County

### Guests present:

Alisha Alexander, Prince George's County  
Daneen Banks, Prince George's County  
Margie Calvello, Queen Anne's County  
Tracy Dickerson, Charles County  
Donna Duncan, State Board of Elections  
Desvin Gabbidon, State Board of Elections  
Stuart Harvey, Frederick County  
Armstead Jones, Baltimore City  
Christine Jones, Queen Anne's County  
Kevin Keene, Harford County  
Ruie Marie Lavoie, Baltimore County  
Shawn Larson, Harford County  
Dale Livingston, Harford County  
Walter Maddox, Howard County  
Kim Meiklejohn, State Board of Elections  
Duane Powell, State Board of Elections

Keith Ross, State Board of Elections  
Shafiq Satterfield, State Board of Elections  
Kristen Scott, Calvert County  
John Speir, State Board of Elections  
Brittani Thomas, Queen Anne's County  
Joe Torre, Anne Arundel County  
Debbie Towery, Cecil County  
Mary Wagner, State Board of Elections  
Lora Walters, Cecil County  
Bill West, Howard County  
Gilberto Zelaya, Montgomery County

### **Call to Order**

The meeting was called to order by President Gail Hatfield at 10:12 am. Quorum was established. Ms. Hatfield thanked the membership for the support and well wishes during her time of bereavement.

### **Minutes**

Secretary Mary DePelteau continues to be out on medical leave. The Board appointed Ruie Lavoie to serve as Acting Secretary until the Election at the 2014 Conference. Best wishes continue to be extended to Ms. DePelteau.

Minutes from the July 23, 2013 meeting are not available. Review and approval is tabled.

Minutes from the December 16, 2013 meeting were reviewed. Ms. Hatfield asked for changes or additions. Katherine Berry noted the error in the spelling of Mary Wagner's last name. Correction noted under *Guests Present*. No other changes or additions.

MOTION: Abigail Goldman motioned to approve the Minutes of the December 16, 2013 Meeting, with change as stated above.

SECOND: David Garreis

ACTION: Favorable and unanimous

### **Agenda**

Ms. Hatfield asked for changes or additions. After Board review, there were no changes or additions.

MOTION: Katie Brown motioned to accept the Agenda as written.

SECOND: Guy Mickley

ACTION: Favorable and unanimous

### **Treasurer's Report**

Treasurer Allison Murphy presented the Treasurer's Report (attached to and made part of these Minutes) for the Period May 30, 2013 to January 13, 2014, which reflected Receivables in the amount of \$16,140.00. The total Receivables included \$7,740.00 in 2013 Conference Fees, \$220.00 from jacket, t-shirt and memory book CD sales, \$6,500.00 in sponsorships and \$1,680.00 in Membership Dues. Expenditures were reflected in the amount of \$107,832.21. The Total Account Balance is \$27,958.62 which reflects a Balance on Hand of \$20,758.33 and \$7,200.29 which is earmarked for the Educational Grants Fund. Ms. Murphy reminded members of the new annual membership due date of January 31, 2014.

MOTION: Anthony Gutierrez motioned to accept the Treasurer's Report for period ending January 13, 2014 as written.

SECOND: Guy Mickley

ACTION: Favorable and unanimous

### **MAEO Committee Reports**

1. *Constitution and Bylaws – Charlotte Davis, Chair.* Report provided by Mr. Mickley is attached to and made part of these Minutes. As instructed by the Board, no further action has been taken by Committee in regards to the incorporation status. However, the Board requests the Committee research Directors' and Officers' Insurance and provide details of price and extent of coverage.
2. *Legislative – Stuart Harvey, Chair.* Mr. Harvey announced the Committee will meet directly after the MAEO meeting. He will give his report at that time.
3. *Continuing Education – Gail Hatfield, Chair.* No report.
4. *Personnel – Guy Mickley, Chair.* Mr. Mickley will attend the State Board meeting on January 23, 2014 and provide details of the results of the package for Directors' and Deputy Directors' through email. Ms. Brown thanked Mr. Mickley for his time and efforts. Mr. Mickley recognized Jackie Bryley from the State Board of Elections for her support and hard work throughout this process.
5. *Voter Registration System – Walter Maddox, Chair.* No report.
6. *Early Voting – Gilberto Zelaya, Chair.* Dr. Zelaya requested each County send an email listing a point of contact for election related advertisement. There will be a hyperlink on the State Board website that will go directly to the County. A sample of the State Board web page is attached to and made part of these Minutes. Alicia Alexander volunteered to develop Absentee screen and Mary Wagner volunteered to develop the Voter Registration screen. Dr. Zelaya will be responsible for Early Voting information. SBE will produce a Spanish version of each screen. Mr. Mickley suggested adding a QR code for convenience.

7. *Election Judges – Katherine Berry, Chair.* No report.
8. *Election Technology Committee – Bill West, Chair.* Mr. West reported the Committee met on January 7, 2014. Minutes attached to and made part of these Minutes. The next meeting will be held on February 12, 2014.
9. *Entertainment Committee – Guy Mickley, Chair –* Mr. Mickley reported the Committee is meeting in January to discuss conference entertainment, awards and the Hall of Fame. He will provide a report at the February meeting.
10. *Standards Committee –* Brittani Thomas and Paula Troxell will serve as Co-Chair. Janet Smith from State Board must be included in discussions and meetings. A progress report will be provided at next meeting. The State Wide Office/Procedure Manual can be a responsibility of this Committee.

#### **Old Business**

- a. *New Voting System –* No update.
- b. *Smart Sheets Program –* Several Counties are using this program on a trial basis.

#### **2014 Conference**

March 25, 2014 through March 28, 2014 at The Grand Hotel in Ocean City, Maryland. The Board will meet at the hotel for a preconference planning meeting on February 10<sup>th</sup> and February 11<sup>th</sup>. Shawn Larson will email instructions for room reservation and requested attendance confirmation. Phillips has agreed to open a week early and host a buffet dinner on Thursday. After detailed discussion, the conference fee was set at \$225.00 and the registration deadline will be February 28, 2014.

Co-host Counties will be Wicomico and Worcester. Discussion was held on give-a-ways, topics, entertainment and the host. Finalizing the conference agenda will be included on the next MEAO meeting agenda. David Garreis will be responsible for coordinating the vendors. Ms. Hatfield and Ms. Lavoie will coordinate and distribute registration information.

The election will take place during the conference. Jeff Stevens will distribute the Certificate for Candidacy with the deadline of 30 days prior to the election. Mr. Stevens will be responsible to coordinate the election process. Touch screens will be utilized and the election will take place on Wednesday, March 26<sup>th</sup> with results announced on Thursday.

#### **New Business**

Donna Duncan reminded everyone that ballot proofing for the primary election will be due the week prior to the Conference.

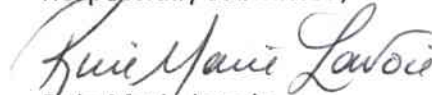
**Next Meeting**

The next MAEO meeting is scheduled for February 21, 2014 at 10:00 am in the Prince George's County Election office located at 1100 Mercantile Lane, Suite 115A, Largo, Maryland 20774.

**Adjournment**

There being no further business, on a motion made by Anthony Gutierrez and seconded by Guy Mickley, Ms. Hatfield adjourned the meeting at 11:51 am.

Respectfully submitted,



Ruie Marie Lavoie  
Acting Secretary

*Approved: February 21, 2014*

REPORT OF THE TREASURER  
Maryland Association of Election Officials  
For the Period  
May 30, 2013 to January 13, 2014

**Balance on Hand May 30, 2013 Audit** \$119,650.83

**Receivables:**

Education Fund (Jacket & T-Shirt Sales, Memory Book CD)	\$ 220.00
2013 MAEO Conference Fees	\$ 7,740.00
Sponsorship	\$ 6,500.00
2014 Membership Dues	\$ 1,680.00

<b>Total Receivables:</b>	\$ 16,140.00
<b>Audit Balance + Total Receivables:</b>	<b><u>\$ 135,790.83</u></b>

**Expenditures:**

Association Expenses	\$ 2,380.63
Education Grant Awards	\$ 1,596.00
Go To Meetings	\$ 343.00
2013 Conference Expenses	
Hotel/Meals	\$ 78,555.40
Entertainment Cruises	\$ 19,775.19
1 <sup>st</sup> Priority Transportation	\$ 1,875.00
Giveaways/Memory Books	\$ 1,008.70
Entertainment/Prizes	\$ 785.00
Awards/Retirement	\$ 1,178.29
Conference Registration Refunds	\$ 335.00

**Total Expenditures:** \$107,832.21

<b>Total in Account as of January 13, 2014</b>	\$ 27,958.62
<b>Minus Balance of Educational Grants</b>	\$(7,200.29)

**Balance on Hand January 13, 2014** **\$20,758.33**



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**EJ Recruiter's Contact info (phone/fax/email) & LBE EJ webpage hyperlink.**



# Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

## Election Technology Committee

### Meeting Minutes

**Meeting Date: January 7, 2014**

**Attendees:**

Allison Murphy  
Amanda White  
Ben Frey  
Bill West  
Bobi Jo Wilson  
Desvin Gabbidon  
Doug Swift  
Duane Powell

Jessica Fleming  
John Speir  
Kim Meiklejohn  
Lora Walters  
Paula Paschall  
Reider White II  
Russell Hicks  
Shawn Larson

Stephon Jones  
Val Patterson  
Vanessa Graham  
Walter Maddox

Chairman Bill West (Howard County) brought the Election Technology Committee meeting to order and reviewed minutes of the meeting on December 11, 2013 with attendees. All present indicated they received the minutes and had no changes or corrections.

#### LBE Hardware/Software Configurations

The committee reviewed methods for developing a centralized list of LBE hardware/software configurations. Bill West has developed a spreadsheet and placed it on Google Drive with "edit" permissions for all LBE staff members. Several members have provided input on the type of data which should be collected. Based on this input, "county or state owned" and "software restrictions" columns have been added to the spreadsheet. This consolidated data should be valuable to both local and state BOE staff.

#### Key Contact List

Bill West discussed establishing a centralized "key contact" list containing names, areas of responsibility (i.e., IT, Provisional, Absentee, etc.), and contact information for each LBE. Several LBE's have contacted the chair requesting this information, and want it to be easily accessible and updatable by each LBE at a location such as Google Drive. It was learned that Katie Berry (Carroll County) has been developing a MAEO Key Contact List and she agreed to place a copy on Google Drive with "edit" permissions for



Directors and Deputy Directors (subsequent to the meeting, it was also distributed to the LBE staff via email). Many thanks to Katie for collecting, organizing and distributing this document to all of us.

### **LBE Software Registry**

The committee discussed the possibility of establishing a centralized registry of locally developed software and smartphone apps that could be of value to other LBE's. Bill West developed and placed a spreadsheet on Google Drive with some examples of the data that might be collected (name, type, description, platform, etc.). ETC members can now enter information they wish to list.

### **Training Tools**

Jessica Fleming (Harford County) discussed several Microsoft web sites containing helpful guides, functions, and quick reference tools which could be useful to the LBE's. Below are a few of the sites she mentioned:

- <http://office.microsoft.com/en-us/outlook-help/learn-where-menu-and-toolbar-commands-are-in-office-2010-and-related-products-HA101794130.aspx> : These interactive guides show where your favorite menu and toolbar commands are located in Office 2010.
- <http://office.microsoft.com/en-us/excel-help/excel-functions-by-category-HP005204211.aspx> : This site lists all of the Excel functions, by category.
- <http://www.resourcenetwork.com/> : Quick Reference Tools for many Microsoft and Mac programs are available at this site. They are products for purchase, but examples can be downloaded for free.

### **BOD Printer**

The committee discussed the following issues related to the BOD printer:

- Some performance degradation can occur when printing on 14" paper.
- There does not appear to be any performance difference when using a laptop vs. a workstation connected to the printer.
- Vanessa Graham (Harford County) reminded attendees that the .Net version running on a PC connected to the printer determines which version of the BOD software to install.
- LBE's should contact SBE for any needed supplies (e.g. cartridges) or parts.

### **Google Smartsheets**

A presentation was made by Duane Powell (SBE) and Paula Paschall (SBE) on Google Smartsheet demonstrating its ease of use for project management and organizing timelines. Currently, SBE is determining the LBE's level of interest how they can assist in obtaining this product. Desvin Gabbidon (SBE) showed examples of Smartsheet templates he has developed for several LBE's that identify typical pre- and post-election tasks. He also demonstrated how these templates can be easily customized to include LBE specific tasks and timelines.

The meeting was adjourned at 3:00 p.m. The next MAEO Election Technology Committee meeting is scheduled for **February 12, 2014, from 10:00 a.m. to 3:00 p.m.**, and will be hosted by **Charles County**. Please contact Tracy Dickerson for details.

***Submitted by:*** Bill West, MAEO Election Technology Committee Chair  
***Date:*** January 24, 2014