

SALEM VA  
REGISTRAR'S OFFICE

19 East Clay Street

Electoral Board Minutes

June 10, 2025

4pm

**Attendees:** Elizabeth Bowles - Chair, Mark Claytor -Vice Chair, Katherin Elam- Secretary, Benjamin Leeson – Director of Elections/General Registrar.

The meeting was called to order at 4:30pm by the chair, Elizabeth Bowles.

**First Order of Business** - Minutes

The April meeting minutes were approved as presented, signed and filed

**Second Order of Business** -Training Power Point

Mr. Leeson distributed the copy of the power point officer of elections training deck for review and to seek additions. The proposed content met the basic needs for our officers. The training will start with orientation for all and the last hour will be dedicated to the chiefs and assistant chiefs.

**Third Order of Business** – June Officer of Election staffing

June 17, all ten precincts will have a minimum of four officers assigned. The exceptions are precincts 005, 007, and 009, they have five officers for the day. Ms. B. Johnson will manage the absentee drop box.

Mr. Leeson and Mr. J. Adams will be on site to handle any machine/pollbook concerns. In addition, Mr. Adams will be the curbside coordinator for June 17.

The CAP team is Mr. K. McCauley, Ms. J. Wooldridge, and Ms. N. Woodson, the three officers did the pre-processing at 12:30pm today, (June 10) and the results were as follows: 186 mail-in ballots and 118 in-person ballots for a total of 304 ballots.

The secretary, Ms. Elam made a motion to adjourn the meeting at 5:18pm, the motion was approved.

Elizabeth Bowles

20 June 2025

Elizabeth Bowles, Chair

Date

Mark Claytor

20 Jun 2025

Mark Claytor, Vice Chair

Date

Katherin A Elam

20 June 2025

Katherin Elam, Secretary

Date