

## **Minutes**

Talbot County Board of Elections  
Conference Room 1  
Easton, MD 21601  
*December 18, 2024*

### **Present:**

#### **Board**

Susan MacKinnon	(D)
Denise Lovelady	(R)
Walter Black	(D)
Barbara H. Perry	(D)
Gugy Irving III	(R)

#### **Staff**

Tammy Stafford, Talbot County Election Director  
Donna Hacker, Election Program Manager II

#### **Board Attorney**

Lyndsey Ryan

#### **Public Attending**

Members of the public were in attendance

The monthly meeting of the Talbot County Board of Elections was held December 18, 2024, in the Conference Room indicated above. Ms. MacKinnon called the meeting to order at 9:30 a.m. and noted a quorum was present. She welcomed guests and reminded all of Public Comment protocols.

### **Approval of Minutes**

Ms. MacKinnon asked if the Board had any corrections or additions to the minutes. There were none. Mr. Black moved to accept the minutes. The motion was seconded and passed unanimously.

### **Changes to Agenda**

Ms. MacKinnon asked if there were any changes to the agenda. There were none.

### **Approval of the Agenda**

Ms. MacKinnon asked for a motion to approve the agenda. Ms. Perry moved to accept the agenda. The motion was seconded and passed unanimously.

### **Public Comments**

Mr. Harrison asked that meetings be live streamed for public transparency.

### **Election Director's Report**

Ms. Stafford provided the Board with a written Director's Report on activities since the last Board meeting. A copy of the report is attached to these minutes. Ms. Stafford provided updated information as follows: Ms. Stafford assisted Frederick County with their election results. There are two information requests, only one is a PIA. The state has released the voting equipment for post-

election maintenance which will be done after the holidays. Manual audit of voting systems will be scheduled in early February.

### **Board Attorney's Report**

Ms. Ryan had nothing to report.

### **Old Business**

**A. Facility for Election Office** - There may be legislation introduced about board of election facilities.

**B. Public Comments and Letter/Request Policy** – The board discussed the draft proposal for a formal policy requiring public comments to be submitted in advance in a letter. Mr. Irving felt it best to give a quick response, at the meeting, if possible like we have on occasion at previous meetings. Ms. Perry agreed that there is no need for the public to submit a letter. Ms. Lovelady agreed to the quick response but Mr. Black had reservations about the length of response and civility. Ms. Stafford's concern was if question was agenda driven or day-to-day operation and felt that should be clarified. Ms. MacKinnon noted that all questions do not need to be answered and Ms. Perry stated that board members could answer if we can or direct that the question be submitted to the office. The discussion then went towards streaming our meetings and how public comment would then be handled. Several suggestions were made to look at other models such as the County Council, State Board of Elections and Talbot County Board of Education all of whom use some kind of streaming of their meetings. Ms. MacKinnon asked Ms. Stafford to look into alternatives and to add to the 2026 budget funding for streaming and a possible additional staff position if done internally. Ms. MacKinnon asked for a motion on the draft proposal concerning submission of public comment letters. Ms. Perry moved to reject the draft, the motion was seconded and passed unanimously.

**New Business – FY 2026 Budget** – Ms. Stafford said the budget is two parts, day-to-day and general budget. Part of the budget is driven by salaries which can change as state changes but most other costs, except maybe forms, stay the same. Voting equipment costs may increase since the state is looking at purchasing new equipment. There is money in the budget for two additional parttime positions. Ms. Lovelady asked when does the budget have to be presented to the County Council. Ms. Stafford stated that the budget is submitted in February and presented at the March County Council meeting. Budget will be finalized in January.

Mr. Irving asked if the board has to meet monthly. Ms. Stafford said the board decides and Ms. MacKinnon said that it has been monthly but could change. Ms. Ryan stated that any change in meeting schedule should be on the January agenda. Ms. Stafford said that if the board decides not to meet in February they will still be invited to participate in the manual count of ballots once a February date is set.

**Disclosures** - Both Ms. Lovelady and Ms. MacKinnon made donations. It is in our by-laws to make disclosures but Ms. Lovelady would like to do like the State Board does where members make disclosures verbally at the end of the meeting. Ms. MacKinnon said that would need to be on the January meeting agenda to discuss any changes and then those changes to our by-laws would need to be submitted to the State Board of Elections for approval.

### **Confirmation of next meeting**

The next regularly scheduled meeting of the Board of Elections will be on Wednesday, January 15, 2025 at 9:30 a.m.

**Meeting of Canvass Board** – Ms. Irving moved that the Board go into a meeting of the Canvass Board at 10:25 a.m. The motion was seconded and passed unanimously. At 10:43 a.m. Mr. Lovelady moved to adjourn the Canvass Board and return to the Board of Elections meeting. The motion was seconded and passed unanimously.

**Closed Session** – At 10:44 a.m. Mr. Black moved that the board go into closed session, Motion was seconded and passed unanimously. At 1:03 p.m. Mr. Irving moved to end the closed session, Mr. Black seconded it and the motion passed unanimously.

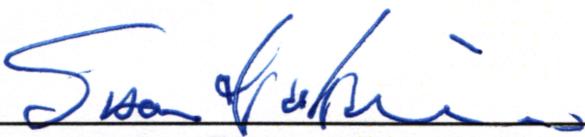
At 1:03 p.m. the board resumed the open session and reported that actions taken in closed session consisted of fulfilling the end of term evaluation of the Election Director and approval of a pay raise.

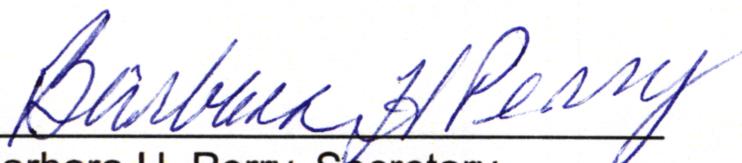
**Adjournment**

Ms. Black moved to adjourn the meeting. The motion was seconded and passed unanimously. Meeting was adjourned at 1:05 p.m.

Attested,

Respectfully submitted,

  
\_\_\_\_\_  
Susan MacKinnon, President

  
\_\_\_\_\_  
Barbara H. Perry, Secretary

Meeting of the Board of Directors - 7/15/2010  
The Board of Directors met on July 15, 2010 at 10:00 AM in the Board Room of the Company. The meeting was held in accordance with the provisions of the Company's Charter and the Bylaws. The following is a summary of the items discussed and the actions taken by the Board:

1. Approval of the minutes of the meeting held on July 1, 2010.  
2. Approval of the quarterly financial statements for the quarter ended June 30, 2010.

3. Approval of the proposed dividend payment of \$0.10 per share for the quarter ended June 30, 2010.

4. Approval of the proposed appointment of [Name] as a director of the Company.  
5. Approval of the proposed resignation of [Name] as a director of the Company.

\_\_\_\_\_  
[Name]  
Chairman of the Board

\_\_\_\_\_  
[Name]  
President

**TALBOT COUNTY BOARD OF ELECTIONS**  
**ELECTION DIRECTOR'S REPORT**

December 18, 2024

**Notice and Distribution of Materials**

Meeting materials were prepared and given to Board Members December 10, 2024.

The Agenda for the November meeting was posted on the Board of Elections web page the entrance to the office, and entrances of the building at 215 Bay Street December 10, 2024.

**Personnel:**

In addition to working on our daily tasks, staff has assisted other local boards with processing and recounts.

**Meetings Attended:**

Nothing to report at this time.

**Correspondence:**

The office received one request for information December 9, 2024. The office has sent a response to this request.

**Voter Registration Activities:**

**Monthly Statistical Report-** The Report was distributed to board members in the monthly packet. As of December 10, 2024, there were 29, 346 active registered voters in Talbot County.

Voter registration re-opened November 18, 2024.

**Voting System Activities:**

We are waiting for the State to release the equipment for post-election maintenance.

**Candidate Filing:**

The 2026 Election Calendar has not been released yet. However, candidate filing will begin in Mid-February.

**Precinct and Polling Issues:**

Payment for election judges and polling places were processed and sent out by County Finance.

**Budget:**

A report documenting Board of Elections Expenditures for FY 2025 was included in your board packet.

**Other projects:**

Reports for the 2024 General Election are posted on the Talbot County Board of Elections and the Maryland State Board of Elections web pages.

**Upcoming Meetings/Events:**

Meeting of Presidential Electors, December 17, 2024.

State Board of Elections Meeting, Thursday, January 23, 2024.