

City of Richmond

CHERLYN STARLET STEVENS
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH
SECRETARY



Electoral Board

Meeting Minutes
October 10th, 2025

CALL TO ORDER

Chair C. Starlet Stevens called the meeting to order at 11:00 AM with Secretary Joyce K. Smith present.

OFFICE OF ELECTIONS STAFF ATTENDANCE

Office of Elections staff in attendance included Caitlin Shelton (Executive Assistant), Tina Crump (Interim Deputy Registrar), Christian Javins (Election Service Manager), Cassandra Harris (Election Operations and Services Manager) Fawn Goode (Facilities Coordinator).

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

There were no public comments regarding items on the agenda.

APPROVAL OF THE MINUTES

Caitlin Shelton presented the meeting minutes from September 17th, 2025. Chair Stevens moved to approve the minutes; all were in favor and the motion passed.

PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA

Sandra Antione requested the board consider providing signage at the Hickory Hill early voting satellite location to better guide voters.

CLOSED SESSION

The board entered closed session at 11:30 AM to discuss personnel matters pursuant to Virginia Freedom of Information Act 2.2-3711(a)(1). Secretary Joyce K. Smith moved to enter closed session. The board exited closed session at 12:30 PM and resumed open session.

PUBLIC SESSION

Vanessa Floyd, Election Officer Manager, presented a list of 31 new election officers from both parties. Chair Stevens moved to approve all officers; the motion passed unanimously.

General Registrar David Levine informed the board of a request from Sandra Antione and others regarding the provision of food trucks at all Richmond early voting sites toward the end of the early voting period. Chair Stevens moved to approve food trucks at the three current locations with the condition that no music, DJs, or live bands be allowed. The motion was approved unanimously.

MEETING ADJOURNMENT

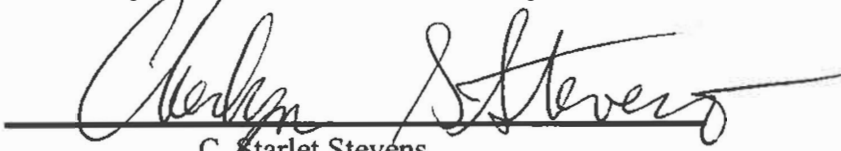
Chair C. Starlet Stevens moved to adjourn the meeting at 12:40 PM. The motion was unanimously approved.

NEXT MEETING DATE

The next upcoming meeting was scheduled at this time.

ADJOURNMENT

There being no other business, the meeting was adjourned



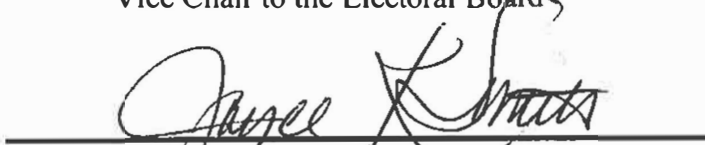
C. Starlet Stevens

Chairwoman to the Electoral Board



Kate Maxwell

Vice Chair to the Electoral Board



Secretary to the Electoral Board

Joyce K. Smith