

City of Richmond



CHERLYN STARLET STEVENS
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH
SECRETARY

Electoral Board

Meeting Minutes
August 27th, 2025

CALL TO ORDER

Chairwoman C. Starlet Stevens called the meeting to order at 12:00PM with Secretary Joyce K. Smith in attendance and Vice Chair Kate Maxwell.

OFFICE OF ELECTIONS STAFF ATTENDANCE

Caitlin Shelton- Executive Assistant to City of Richmond Electoral Board
Tina Crump-Deputy Registrar
Christian Javins-Election Services Manager
Vanessa Floyd-Election Officer Manger

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA

Sandra Antoine provided comments in support of implementing **Sunday voting** initiatives, referencing "Souls to the Polls."

APPROVAL OF THE MINUTES

The City of Richmond Electoral board all approved and signed off on July 24th, 2025 Electoral Board Meeting minutes.

PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA

There were no public comment period for items not on the agenda at this time.

CLOSED SESSION

Secretary Joyce K. Smith moved that the City of Richmond go into a closed session pursuant to [Section 2.2-3711\(A\)\(1\)](#) of the Virginia Freedom of Information Act to discuss plans relating to security of voting equipment pursuant to [Section 24.2-625.1.B](#).

PUBLIC SESSION

Tina Crump spoke regarding the **confirmation of early voting dates** and satellite locations. It was confirmed that:

- The **General Registrar's Office** will be open for early voting **beginning September 19th, 2025**, for 45 days.
- Two satellite locations—**Hickory Hill and City Hall**—will open on **October 20th, 2025**.

A motion to approve these dates was made by Board Member Joyce K. Smith. The motion carried unanimously.

Election Equipment Moving Services

Vice Chair Katherine Maxwell made a motion to **continue using the current moving company**, contingent upon the company providing appropriate documentation, including a valid license and background checks for all employees. The motion was seconded and passed unanimously.

Provisional Ballot Meeting Date Confirmation

The Board confirmed the date for the **Provisional Ballot Meeting** November 10th 2025.

Election Training Calendar

Vanessa Floyd presented the **finalized training calendar** for election officers and staff.

Logic & Accuracy (L&A) Testing Dates

Christian Javins confirmed the **L&A testing** for early voting equipment will take place on **September 17th, 2025, at 10:00 AM**.

MEETING ADJOURNMENT

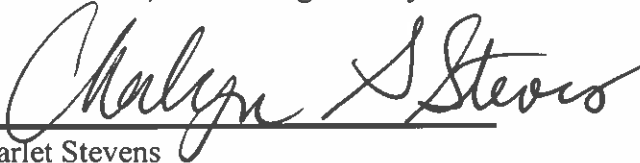
The meeting was adjourned by Vice Chairwomen Kate Maxwell

NEXT MEETING DATE

There was no future meeting scheduled at this time.

ADJOURNMENT

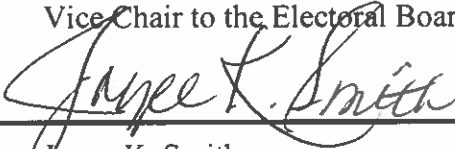
There being no other business, the meeting was adjourned



C. Starlet Stevens
Chairwoman to the Electoral Board



Kate Maxwell
Vice Chair to the Electoral Board



Joyce K. Smith
Secretary to the Electoral Board