

TRANSYLVANIA COUNTY BOARD OF ELECTIONS

REGULAR MEETING MINUTES

January 8, 2026

Chair Cruickshank called the meeting of the Transylvania County Board of Elections to order at 10:00 a.m. on Thursday, January 8, 2026, at 150 South Gaston Street, Brevard, NC 28712.

Attendance

Board Members:

Staff Members:

Chair: Jim Cruickshank
Secretary: Judith West
Nona Walker
Phyllis Owen
Thomas A. Smith III

Director: Jeff Storey
Deputy Director: Laura Owen
Deputy Director: Julie Dennis

Visitors: Barb Jackson, Herschel Johnson

Review and approval of agenda

On a motion by Member Smith, the Board unanimously approved the agenda.

PUBLIC COMMENTS : None.

Review and approval of previous minutes

The Board reviewed the minutes for December 11, 2025. Secretary West asked about the practice of including public comments in the minutes. After board discussion, the director will make inquiries with the county clerk to the board and the local school board regarding their procedures. **On a motion by Member Smith, the minutes for December 11, 2025 were approved unanimously.**

Precinct official appointments

Director Storey provided the Board with two additional precinct officials for appointment for the Little River and TC7 precincts. **On a motion by Member Walker, the assistants were unanimously approved.**

Director updates

Director Storey provided the Board with election updates. Ballot proofing was finalized after candidate filing and ballots ordered. Absentee ballots must be available by Monday, January 12, 2026. Sample ballots were provided to the Board.

The director discussed, in length, a new process regarding invalid DL/SSN voters. Staff are assessing the procedures and modifying training materials to include the new directive. A flowchart will be developed to assist workers on checking in a HAVA ID, registration repair, or invalid DS/SSN voter.

Early voting rosters were given to the Board. The director indicated the roster was fully staffed with one day shift and additional peak-hours workers.


There was discussion regarding best practices in lieu of the recent mayoral election protest in Carteret County decided by the State Board of Elections last year. The discussion centered around the use of help referral forms and / or incident reports to document irregularities at the check-in station. The example will be used in training to re-emphasize procedures when an individual declines to vote a provisional ballot.

The director followed up on the Mills Ave. road damage at the Mary C. Jenkins facility. Signage has been ordered for the curbside entry points and in-person traffic patterns. Temporary one lane access may be available before the primary. Director Storey will consult with the City of Brevard.

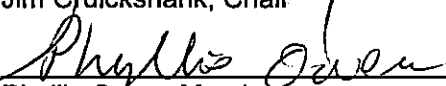
A preliminary budget was provided to the Board for review. The director explained the timelines and procedures for budget submission.

On a motion by Secretary West, the meeting was adjourned at 10:56 a.m. The next scheduled meeting will be at 3 p.m. on January 27, 2026, at 150 South Gaston Street, Brevard, NC 28712.


Respectfully submitted,



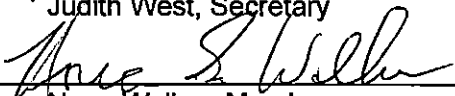
Jim Cruickshank, Chair



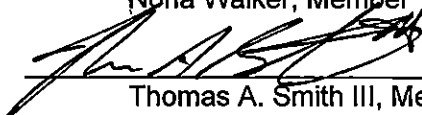
Phyllis Owen, Member



Judith West, Secretary



Nona Walker, Member



Thomas A. Smith III, Member

Approved by Board on: 2/10/2026