

# City of Richmond

CHERLYN STARLET STEVENS  
MADEM CHAIR

CHAIRWOMAN KATE MAXWELL

VICE-CHAIR

JOYCE KING SMITH  
SECRETARY



## Electoral Board

Meeting Minutes  
March 28th, 2025

### **CALL TO ORDER**

Chairwoman Cherlyn Stevens called the meeting to order at 10:10am with Secretary Joyce Smith in attendance.

### **OFFICE OF ELECTIONS STAFF ATTENDANCE**

Tina Crump-Interim Director of Elections.

Caitlin Shelton- Executive Assistant to the City of Richmond Electoral Board

Vanessa Floyd-Election officer manager.

### **PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA**

There was no public comment on the agenda.

### **APPROVAL OF THE MINUTES**

Secretary Joyce Smith made a motion to approve the March 19<sup>th</sup>, 2025, meeting minutes.

### **PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA**

Barbara Burgo, former Chief of Precinct 310 at Calhoun Center, addressed the Board.

### **CLOSED SESSION**

The Board entered a closed session to discuss personnel matters regarding the Office of Elections.

### **PUBLIC SESSION**

- In public session, updates on precinct changes were provided and Temporary relocations
- Coordination with City Attorney ongoing to update precinct agreements.  
The Board approved the June 2025 Election Training Calendar, reinstating in-person training, and confirmed election day staffing through the Juneteenth holiday.

### **MEETING ADJOURNMENT**

The meeting was adjourned by Secretary Joyce Smith.

**NEXT MEETING DATE**

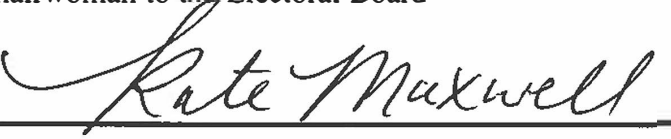
The next meeting date will be Thursday, April 10th, 2025, at 9:00am.

**ADJOURNMENT**

There being no other business, the meeting was adjourned

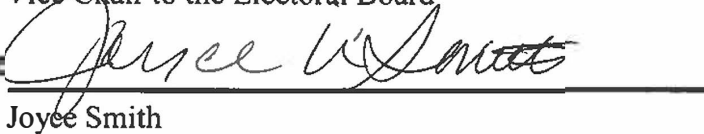
  
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Cherlyn S. Stevens

Chairwoman to the Electoral Board

  
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Kate Maxwell

Kate Maxwell

Vice Chair to the Electoral Board

  
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Joyce Smith

Secretary to the Electoral Board