



MEETING MINUTES

Board of Elections Meeting
Tuesday, September 16, 2025
5:30 P.M.

Board Members:

David K. Boone, Chairman
Pamela A. Oxendine, Secretary
Dawn Y. Baxton, Member
Natalie Beauchaine, Member
James P. Weaver, Member

Board Members Present: Chairman David K. Boone, Secretary Pamela A. Oxendine, Member James P. Weaver, and Member Natalie F. Beauchaine

Board Staff Present: Elections Director Derek L. Bowens, Deputy Director Brenda Baker, Systems Specialist Julius Richards and Ballot Processing and Audit Manager Adam Byrnes

Guests in Attendance: See attendance sheet

Meeting Type: In-Person

Meeting Opening

Chairman Boone called the meeting to order at approximately 5:30 p.m. at the Durham County Board of Elections Office (3825 S. Roxboro St. Suite 101 Durham, NC 27713) and led the Pledge of Allegiance. Ms. Baxton was not in attendance.

Approval of Agenda

Mr. Bowens presented the Board with a request to approve the agenda for the meeting. Following review, Mrs. Oxendine moved to approve the agenda as submitted by staff. The motion carried unanimously amongst members present, 3-0. Dr. Weaver was not present for this motion.

Public Comments and Questions

No comments were provided in the public comment portal, and one comment was provided in person. Mr. Bowens addressed all comments.

New Business

a. Review of Absentee By-Mail Ballots

- Mr. Bowens presented the Board with 16 absentee ballots and applications recommended for approval, for review. Following discussion and physical review, Mrs. Beauchaine moved to approve a total of 16 ballots and applications per the recommendation of staff. Mrs. Beauchaine also moved to allow staff to open and scan all approved absentee ballots as preparatory steps prior to the count on Election Day in accordance with NCGS 163-234(2) and (3). The motion carried unanimously amongst members present, 3-0. Dr. Weaver was not present for this motion.

The approved counts for the September 16, 2025, meeting was 16 Military/Overseas duplicated ballots and applications. The total approved absentee count was 16.

b. Approval of 2025 Municipal Primary Election Logic and Accuracy Testing

- Mr. Bowens presented the Board with a certification document verifying logic and accuracy of all equipment being used for the October 7, 2025, Municipal Primary Election. Following discussion and review, Mrs. Oxendine moved to accept the certification document for logic and accuracy. The motion carried unanimously amongst members present, 4-0. The document was executed by Chairman Boone.

General Discussion

Mr. Bowens provided an update on the State Board of Elections Registration Repair Project, a HAVA complaint filed by Carol Snow, the absentee ballot request deadline, and preparations for the early voting period.

Adjournment

The Board adjourned at approximately 6:11 p.m., on a motion made by Mrs. Oxendine. The motion carried unanimously amongst members present, 4-0.

s/Pamela A. Oxendine
Secretary