



MEETING MINUTES

Board of Elections Meeting
Tuesday, October 21, 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, Member 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, 4-0.

Public Comments and Questions

No comments were provided in the public comment portal or in-person.

New Business

a. Review of Absentee By-Mail Ballots

- Mr. Bowens presented the Board with 35 absentee ballots and applications recommended for approval, for review. Following discussion and physical review, Mrs. Beauchaine moved to approve a total of 35 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 N.C. Gen. Stat. §163-234(2) and (3). The motion carried unanimously amongst members present, 4-0.
- The approved counts for the October 21, 2025, meeting was 34 Military/Overseas duplicated and 1 Military/Overseas duplicated Accepted-Cured ballots and applications. The total approved absentee count was 35.

b. Approval of 2025 Municipal General 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 November 4, 2025, Municipal General Election. Following discussion and review, Mrs. Oxendine moved to accept the certification document for logic and accuracy of all equipment being used during the election. The motion carried unanimously amongst members present, 4-0. The certification document was executed by Chairman Boone.

General Discussion

Mr. Bowens provided an update on the absentee request deadline and the registration repair project.

Following Mr. Bowens updates, Chairman Boone recognized Member Natalie Beauchaine. Mrs. Beauchaine requested that the Board consider moving the Public Comment and Questions section, which currently follows the Approval of the Agenda or Director’s Report, after General Discussion. After discussion, Mrs. Beauchaine moved to amend the order of the agenda as requested. The motion carried unanimously amongst members present, 4-0.

Adjournment

The Board adjourned at approximately 6:02 p.m., on a motion made by Dr. Weaver. The motion carried unanimously among members present, 4 -0.

s/Pamela A. Oxendine
Secretary