



# CITY OF CAMBRIDGE

## BOARD OF ELECTION COMMISSIONERS

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### COMMISSIONERS

Ethridge A. King, Jr.  
Larry W. Ward  
Charles J. Marquardt  
Victoria A. Harris

EXECUTIVE DIRECTOR  
Tanya L. Ford-Crump

ASSISTANT DIRECTOR  
Lesley Waxman

## BOARD OF ELECTION COMMISSIONERS MEETING

### Minutes of March 16, 2022

Commissioner Ward called the meeting to order at 5:30 pm on March 16, 2022 via Zoom.

#### Roll Call:

|                                |         |
|--------------------------------|---------|
| Commissioner Larry Ward        | Present |
| Commissioner Victoria Harris   | Present |
| Commissioner Ethridge King     | Present |
| Commissioner Charles Marquardt | Present |

Also present was Executive Director Tanya Ford-Crump and Assistant Director Lesley Waxman.

#### I. PUBLIC COMMENT

There was no Public Comment.

**Motion: To close Public Comment.**

Moved: Commissioner Ward  
Seconded: Commissioner Harris

#### Roll Call:

|                                |            |
|--------------------------------|------------|
| Commissioner Larry Ward        | Yes        |
| Commissioner Victoria Harris   | Yes        |
| Commissioner Ethridge King     | Yes        |
| Commissioner Charles Marquardt | Yes        |
| <b>Passed:</b>                 | <b>4—0</b> |

#### II. MINUTES

**Motion: To approve the minutes of March 2, 2022 with corrections.**

Moved: Commissioner Ward  
Seconded: Commissioner Harris

#### Roll Call:

|                                |            |
|--------------------------------|------------|
| Commissioner Larry Ward        | Yes        |
| Commissioner Victoria Harris   | Yes        |
| Commissioner Ethridge King     | Yes        |
| Commissioner Charles Marquardt | Yes        |
| <b>Passed:</b>                 | <b>4—0</b> |

### **III: REPORTS**

#### **1. Executive Director's Report**

There was no Executive Director's report.

#### **2. Assistant Director's Report**

Ms. Waxman reminded all present that the next meeting, March 30<sup>th</sup>, would be with the Commission for Persons with Disabilities. She suggested that an agenda with areas of discussion be provided to the Commission for Persons with Disabilities in advance of the meeting.

There was discussion regarding how agenda items could be prepared in advance of the meeting and it was decided to come up with discussion areas now to make the best use of everyone's time.

Commissioner Harris recommended the following as point for discussion with the Commission for Persons with Disabilities:

- a. Equipment issues with Automark machines
- b. General feedback from the Commission for Persons with Disabilities
- c. Accessible Vote by Mail
- d. Location Accessibility

Commissioner Marquardt asked that an item be added regarding the potential impact of the implementation of separated bike lanes on the accessibility of polling locations.

Ms. Waxman will provide these areas for discussion to the Commission for Persons with Disabilities.

#### **3 Commissioners' Reports**

Commissioner Marquardt reported:

- He would be attending a webinar put on by the Humphreys School of the University of Minnesota covering Election Security. The webinar is on Thursday and after the webinar is finished and sends out a recording he will provide it to the Commissioners.

Commissioner Ward reported:

- He reached out to the Mayor regarding the working group discussed at the December round table regarding the use of schools as polling locations. The Mayor is at the League of Cities in Washington DC and will get back to him when she returns
- He has been in communication with Paul Paravano and Mike Foley at MIT regarding the potential to use the Kresge for 3 polling locations rather than the current 2. After discussions it is possible to site 3 polling locations there.

## IV. ACTION AGENDA

### *Old Business*

#### Planning for Future Polling Locations

Commissioner Marquardt commented that he was in communication with the Rector of St. Peters and working to set up a time for a site visit.

Commissioner Ward commented that he was going to reach out to Mark Roupian at DIVCO West about potential polling locations in Cambridge Crossing.

Commissioner Marquardt offered to provide Commissioner Ward with a contact at EF Education which also has locations at Cambridge Crossing.

### *New Business*

#### Communication Plan / Public Outreach

Commissioner Harris started the discussion by stating that it is important that the Commission communicate regarding the reprecincting and the changes resulting therefrom to develop an awareness amongst Cambridge voters.

Commissioner Harris suggested that there should be a general campaign as well as additional campaigns focused on the primary and general election.

Commissioner Harris offered to help craft an outline of a plan that would include:

- Collaboration with the PIO Office
- Coordination with CityTV to produce short videos
- Local media

Commissioner Marquardt commented that a timeline and outline would be very helpful. He also suggested that the Commission focus on ways to reach Gen Z which does not communicate as previous cohorts did. He noted that it is critical to reach them where they are and not expect Gen Z to respond to previous methods of communication.

Ms. Waxman commented that nailing down the polling locations is critical for this plan. She also reminded everyone that any changes require City Council approval.

Ms. Waxman commented that drafting a timeline will be beneficial. She also noted that locking down the schools is essential as not having those locations will require substantial changes.

Ms. Ford-Crump commented that overloading people with materials at the same time may result in them not focusing on what information is provided. She suggested that we incorporate these communications around those already planned such as the Voter Guide and Voter Notification Cards. She also noted that we use sign boards (A Frames) for communicating certain election matters.

Ms. Ford-Crump suggested that we could send an informational mailing in the June/July timeframe covering areas such as:

- Election Commission
- Election Commissioners
- How the Commission can help you
- Important dates as they relate to the upcoming elections

Commissioner Harris commented that this has been a great conversation that needs to continue. She further suggested that we develop a schedule by working backwards from critical dates. She also recommended that we should invite Lee Gianetti from the PIO to a future meeting to discuss communication strategies including how we can use videos.

Upcoming meetings of the Election Commission:

- March 30 – Meeting with Commission for Persons with Disabilities
- April 13 – Meeting
- April 27 – Annual Organizational Meeting

**Motion:** To adjourn the meeting at 6:12 pm.

Moved: Commissioner Ward

Seconded: Commissioner Harris

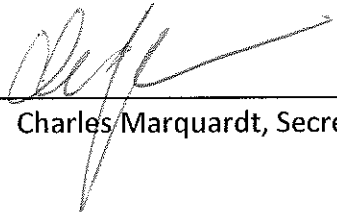
**Roll Call:**

|                                |     |
|--------------------------------|-----|
| Commissioner Larry Ward        | Yes |
| Commissioner Victoria Harris   | Yes |
| Commissioner Ethridge King     | Yes |
| Commissioner Charles Marquardt | Yes |

**Passed:** 4—0

A True Record

Attested by: \_\_\_\_\_

  
Charles Marquardt, Secretary