

OCEAN PINES ELECTION COMMITTEE
Feb 7, 2020 Meeting Minutes

Prepared by: Bob Windsor

ATTENDEES: Steve Habeger, Chairman,
Carol Ludwig
Bob Windsor
Steve Tuttle, Board Liaison,
Steve Grabowski, OPA IT
Josh Davis, OPA Communications

CALL TO ORDER: Steve Habeger called the meeting to order at 10:00 AM

VERIFICATION OF QUORUM: Attained

PRIOR MEETING MINUTES: The January 10, 2020 minutes were approved.

NEW BUSINESS:

2020 BALLOT SYSTEM

- Steve G recommended a Fujitsu scanner based on good experience and superior software
- Steve G also recommended purchase of a Lenovo Notebook dedicated to the OP election process. A hard lock case will be purchased to protect the Notebook
- We also discussed 2 software license proposals for ProScan System and decided to recommend the multi-year subscription. License proposal discussed were:
 - Single year subscription
 - Multi year subscription
- **MOTION: A motion was made to purchase a scanner, laptop and multi-year subscription at a cost not to exceed \$4,500. Steve H made the motion, second made by Bob W. Unanimous approval.**

INVITATION FOR BID (IFB)

- **MOTION: Steve H made a motion to approve the IFB, Bob W. second. Unanimous Approval**

O 6 DISCUSSION

- Discussion resulted in #7 add "shall" after the word Contractor and before the phrase "pick up ballots."

NEXT MEETING: Friday March 13, 2020, 10:00 AM

ADJOURNMENT: Meeting adjourned 10:55 AM

