PRESIDENTS’ INVITATION

Beautiful Savannah, Georgia...what a great place to begin this voyage with our new association! We are excited to share novel ideas and adventures as we sail into 2020 together! We look forward to seeing you in the city that offers history, heritage, beauty, cuisine, nightlife and more during our 2020 GAVREO conference, where we will launch this 1st Institute of the Georgia Association of Voter Registration & Election Officials!

Come aboard, and be a part of history as we continue our education as election officials, network with our vendors and professional peers, and make memories and friendships that will last a lifetime! We, along with the GAVREO Board Members, hope that you will cruise with us as we take this “Fantastic Voyage” and begin “Setting Sail on a New Adventure” that will encourage and inspire you and your office staffs to be your very best for the voters of this great State of Georgia.

Please read the registration information carefully; you will see a number of changes that depart from how we have done things in the past. The launch of our new organization seems a fitting to time to try some fresh approaches that many of you have requested. We appreciate your support and understanding as we navigate these waters together, and we welcome your suggestions and feedback. This is your association, and your voice is important to us and your board members as, together, we lay the course for our shared journey.

Changes you will see give you the OPTION to purchase a banquet ticket ($60.00), and the OPTION to purchase a printed conference notebook ($30.00). The base fee for the conference registration is $460.00. If you add a banquet ticket and a printed notebook, your total conference cost will be $550.00. This cost may seem high, but you are no longer paying for two conferences in non-Presidential Election years, which in the past cost your county approximately $920.00 (GEOA & VRAG conference fees).

Again, we appreciate your support and understanding as we do the very best we can for our new association and its members!

Safe travels and best wishes,

Deidre Holden, Co-President, Paulding County
Charlotte Sosebee, Co-President, Athens-Clarke County
WHO SHOULD ATTEND
The training sessions at the conference will be directed toward counties. If you are responsible for city elections, you may attend, but with the understanding that you may receive limited information relating to cities.

MANDATORY TRAINING HOURS
§ O.C.G.A 21-2-100. Training of local election officials (a) The election superintendent and at least one registrar of the county or, in counties with boards of election or combined boards of election and registration, at least one member of the board or a designee of the board shall attend a minimum of 12 hours’ training annually as may be selected by the Secretary of State. The conference is endorsed by the Secretary of State to meet the requirements of 12 hours of mandatory continuing education for election superintendents and registrars.

LOCATION
The December 2019 conference will be held at the Savannah Marriott Riverfront, 100 General McIntosh Blvd, Savannah, GA 31401. For directions, please visit the facility website at https://www.marriott.com/hotels/travel/savrf-savannah-marriott-riverfront/.

PARKING
There is complimentary daily commuter parking at Savannah Marriott Hotel for GAVREO attendees who are lodging at one of the overflow hotels. (This is not intended for overnight parking, which is reserved for Marriott guests).

LODGING
Please contact one of the hotels listed below to secure lodging arrangements. The room rates below do not include the $5/day state hotel fee and the $1/day occupancy fee which apply to all properties. To obtain the conference negotiated rates, use one of the group names provided below.

Georgia Hotel Fee – House Bill 170
On Monday, May 4, 2015, Governor Nathan Deal signed House Bill 170, Transportation Funding Act of 2015. This bill creates a new statewide fee of $5.00 per night on hotel rooms effective for stays on or after July 1, 2015. The fee revenue will be used to fund transportation projects and purposes in Georgia. The State Accounting Office has advised that there is no fee exemption for state or county agencies. This fee is in addition to the lodging rate shown below.

Marriott Savannah Riverfront
Address: 100 General McIntosh Blvd, Savannah, GA 31401
Phone: (912) 233-7722 or (800) 285-0398
Group Name: GEOA/VRAG Joint Conference
Booking Link: https://www.marriott.com/event-reservations/reservation-link.mi?id=1550785553423&key=GRP&app=resvlink
Cut-off Date: November 7, 2019
Rate: $139 (plus applicable fees and taxes)
Parking: $10 daily

Homewood Suites by Hilton, Savannah Historic District
Address: 611 East River Street, Savannah, GA 31401
Phone: (912) 355-0025 or (800) 774-1500
Group Name: Elections Officials
&arrival=20191207&departure=20191210&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT
Cut-off Date: November 8, 2019
Rate: $129 (plus applicable fees and taxes)
Parking: $30 daily

Lodging continued on following page
**Hampton Inn, Savannah Historic District**  
Address: 201 East Bay Street, Savannah, GA 31401  
Phone: (912) 231-9700  
Group Name: 2019 Elections Officials  
Cut-off Date: November 8, 2019  
Rate: $129 (plus applicable fees and taxes)  
Parking: $30 daily

**Holiday Inn Express, Savannah Historic District**  
Address: 199 East Bay Street, Savannah, GA 31401  
Phone: (912) 231-9000  
Group Name: ELO  
Cut-off Date: November 8, 2019  
Rate: $129 (plus applicable fees and taxes)  
Parking: $30 daily

**Staybridge Suites, Savannah Historic District**  
Address: 301 East Bay Street, Savannah, GA 31401  
Phone: (912) 721-9000 or (877) 666-3243  
Group Name: GRE  
Cut-off Date: November 8, 2019  
Rate: $141 (plus applicable fees and taxes)  
Parking: $15 daily

All reservations require payment of one night in advance by check, major credit card, or by company guarantee.  
*Cancellation policies are different at each lodging facility; check with your hotel for their policy.*

The hotel will not hold any reservation not secured by one of the above methods. The hotel’s policy requires a credit card imprint upon check-in. If a guest is unable to present a credit card at check-in, all room costs and applicable taxes will be collected at that time along with an appropriate deposit for incidental expenses. Any unused deposits will be refunded upon departure.

**Note:** In order to be tax exempt from state sales tax, a state, city, or county check or credit card must be presented upon check-in, along with your state, city, or county tax exemption certificate displaying your tax exemption number.

Each attendee/guest must present the hotel/motel excise tax form at time of check-in to avoid payment of those taxes.
ADA RESTRICTIONS
If you have medically prescribed dietary restrictions or a physical impairment requiring assistance, please email Melanie Kearns (mskearns@uga.edu) by November 1, 2019 so that arrangements can be made.

REGISTRATION FEE AND DEADLINE
The basic registration fee for the conference is $460.00. This fee does not include a Banquet ticket ($60) or Conference Notebook ($30), which you can select as optional add-ons. (See additional information below on the purchase of Conference Notebooks and Banquet Tickets). Registrations are due by November 1, 2019, to ensure adequate instructional materials are prepared. All fees must be received prior to enrollment in the conference.

CANCELLATION AND REFUND POLICIES
Written notice of the cancellation must be postmarked/dated no later than November 1, 2019 to receive a full refund of registration fees. Written requests postmarked/dated between November 2, 2019, and November 8, 2019, will be assessed a 25% administrative fee, and requests postmarked/dated after November 8, 2019, are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration, or send a substitute, please send notification to Melanie Kearns (mskearns@uga.edu).

PRINTED CONFERENCE NOTEBOOKS - OPTIONAL
In past conferences, a Conference Notebook with session printouts was distributed to all registered participants during on-site check-in. The cost of preparing and printing the notebooks was included in the tuition. Based on attendee feedback, we are trying a new approach this year. Participants will have the option to either purchase a Conference Notebook during registration, or download the materials from the website at no charge. To receive a printed Conference Notebook on-site, please check the designated box on the registration form, and include your payment of $30.00. Conference Notebooks will be distributed only to those individuals who purchase them prior to the event; they will not be available for purchase on-site. Conference materials will be available online prior to the conference, and for a period of several weeks following the conference.

BANQUET TICKETS (MEMBERS AND GUESTS) - OPTIONAL
The basic registration fee ($460) does not include a Banquet ticket. Anyone planning to attend the Banquet must request and pay for a banquet meal prior to their arrival at the conference. Anyone who has not paid for the meal in advance will not receive a banquet ticket. Banquet tickets will not be sold at registration. On the registration form, specify the number of Banquet tickets requested, including one for yourself, plus any guest(s). Banquet tickets are $60.00 each.

Note: Due to space limitations, guest meals are not available for breakfast or lunch.

MEMBERSHIP DUES
To pay GAVREO dues, please complete the invoice, make your check payable to the ‘Georgia Voter Registration and Election Officials’, and mail them to the Association Treasurer, Mandi Smith. Inquiries concerning membership should be directed to the Treasurer at (770) 781-2118, or via email at mbsmith@forsythco.com. Membership dues must be received or postmarked by November 10, 2019 in order for you to be considered a member and receive the conference gift. Membership payments received onsite cannot be guaranteed the membership gift.

PLEASE DO NOT SEND MEMBERSHIP DUES TO THE UNIVERSITY OF GEORGIA

YEARS OF ATTENDANCE CERTIFICATES
As we launch a new chapter in our history, we will take a moment to look back at our past, and to honor members for their years of attendance at VRAG, GEOA and combined conferences. At this conference, every attendee will receive a Years of Attendance certificate that shows number of conferences attended, by type, based on student records with the Carl Vinson Institute of Government. You will not need to submit a Years of Attendance form as in prior years. In future conferences, attendees will receive attendance certificates at key milestones (5, 10, 15, 20, 25, 30+) based on the number of GAVREO conferences attended, with the December 2019 conference being the first year for everyone.
REGISTRATION INFORMATION FOR EXHIBITORS

To exhibit at the conference, please register online at [http://www.cviog.uga.edu/elections](http://www.cviog.uga.edu/elections). Online registration provides the opportunity for a company representative to register and pay fees via credit card for one or several representatives. As an alternative, you can complete the Exhibitor mail-in registration form located on the website, and send it along with your check made payable to the University of Georgia. We cannot accept credit card payments through the mail. Each fee includes conference related meals (except for the Tuesday evening banquet, for which tickets can be purchased as noted below):

**Fee selections include:**
- $460.00 for exhibit space, one representative
- $765.00 for exhibit space, two representatives
- $1,065.00 for exhibit space, three representatives
- $1,365.00 for exhibit space, four representatives
- $1,665.00 for exhibit space, five representatives

**Following are items of note to assist you in your planning:**

1. Please register online by visiting the Carl Vinson Institute of Government (CVIOG) website at [http://www.cviog.uga.edu/elections](http://www.cviog.uga.edu/elections) and paying by credit card. You will be prompted to enter a password to access the online registration system. You can then view/update your profile and register for the conference. Please register your booth under one of the representatives who will be attending the conference. Confirmation will be sent to the email address listed on the registration form.

2. For registration assistance, please contact Melanie Kearns (mskearns@uga.edu or 706-542-4240).

3. Payment of fees must be received before space can be confirmed.

4. Postmark deadline for exhibitor registration is **Friday, November 1, 2019.**

5. Your exhibitor fee includes a table, chair per representative, conference agenda, and all conference meals excluding the Tuesday evening banquet. Banquet tickets can be purchased for $60/person by entering the requested number of tickets on the registration form. Electricity can be purchased for $225. Your exhibit table will be draped and skirted.

6. Set up will be on Sunday, December 8, beginning at 1:00 p.m. Please be prepared for return shipping no later than 1:00 p.m. on Wednesday, December 11.

7. Event-related Packages/Exhibit Materials must be addressed as follows:
   - Name of Guest/Contact
   - Name & Date of Conference
   - (Important: Please note on Label if packages are for an Exhibitor)
   - Savannah Marriott Riverfront
   - General McIntosh Blvd
   - Savannah, GA 31401

8. All incoming packages should be specifically labeled and addressed to the Exhibitor receiving the package and marked with the name and date of your meeting. Because there is limited storage space, boxes can be accepted no more than three (3) working days prior to your meeting. Storage fees will apply if packages arrive prior to the 72 hour grace period or are left more than 72 hours following the conclusion of your function. Handling and/or Shipping charges will also apply for all group related packages (see fees below). Exhibitors will be charged directly for any applicable storage, delivery or shipping fees and are responsible for providing a method of payment.

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<thead>
<tr>
<th>Package Size</th>
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<th>Package Size</th>
<th>Handling Fees</th>
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<tbody>
<tr>
<td>Envelope</td>
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<td>Pallets Full</td>
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<td>51# and Over</td>
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9. **Note:** The facility will not accept or store packages/exhibit materials addressed to the Hotel or Hotel staff. Hotel will not be liable for the security of materials left in the facility following the conclusion of your move-out date(s), nor can Hotel assume responsibility for the shipping of such materials. Any items remaining after one week will be discarded.

10. To order additional services not included in the exhibit fee, please use the Exhibitor Services Form posted on the CVIOG website. Exhibitor Service requests must be received by the Convention Services Department at least (14) days prior to your conference. Order form must be completed in its entirety (including equipment description) and accompanied by a check or credit card number to become final. For questions, please contact Cindy Johnson (cjohnson@marriottsales.com) or 912/373-2007.
CONFERENCE AGENDA

Sunday, December 8, 2019

1:00 p.m. – 6:00 p.m.  Conference Registration
Vendor Set-Up

3:00 p.m. – 4:30 p.m.  BOARD MEMBERS SESSION (OPTIONAL)
“Roles and Responsibilities”
“Prepare to get onboard!”
Overview of roles and responsibilities for Secretary of State Elections Division,
Voter Registrars, Election Superintendents, Election Supervisors, Board members,
and staff members
Presenters:
Kristi Royston, Former VRAG President (Gwinnett County)
Judge Beverly Nation, Former GEOA President (Oglethorpe County)
Chris Harvey, State Elections Director (SOS Elections Division)

4:30 p.m. – 6:00 p.m.  MEET & GREET AND COMMITTEE SETUP
“Like ships passing in the night”
Dinner on your own

Monday, December 9, 2019

7:00 a.m. – 8:45 a.m.  Breakfast

7:15 a.m. – 8:45 a.m.  Late Registration

9:00 a.m.  Opening Session
Welcome – Invocation / Pledge / Roll Call
Service and Conference Attendance Recognition
Vendor Introductions

<table>
<thead>
<tr>
<th>Officers</th>
<th>VRAG</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Charlotte Sosebee, Athens-Clarke County</td>
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<td>Deidre Holden, Paulding County</td>
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<td>Presidents Elect</td>
<td>Dorothy Glisson, Screven County</td>
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<td>Judge T. J. Hudson, Treutlen County</td>
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<tr>
<td>Second Vice President</td>
<td>Tracy Strange, Wilkinson County</td>
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<tr>
<td>Secretary</td>
<td>Shauna Dozier, Clayton County</td>
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<tr>
<td>Treasurer</td>
<td>Mandi Smith, Forsyth County</td>
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<tr>
<td>Immediate Past President</td>
<td>Judge Beverly Nation, Oglethorpe County</td>
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<td></td>
<td>Kristi Royston, Gwinnett County</td>
</tr>
</tbody>
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SOS Introductions and Welcome – State Elections Division, Chris Harvey, Director
9:45 a.m. – 12:00 p.m.

TOPICS & PRESENTERS

“Boot Camp”

Poll Officials Recruiting
Selecting the best poll officials for the right job!
Presenter:
Lisa McGlaun (Athens-Clarke County)

Poll Officials Training
Ways to thoroughly train poll officials
Presenter:
Lynn Bailey (Richmond County)

Outreach & Voter Education
Educating your communities about elections and registration
Presenters:
Nina Crawford (Catoosa County)
Deidre Holden (Paulding County)

UOCAVA, SWAB & FWAB
Voter Registration and Election as it relates to our voters who are overseas
Presenters:
Lisa Kinnemore, Military Liaison (SOS Military and Overseas Voting)
Melanie Frechette, Elections Training Administrator (SOS Elections Division)
Cheryl Billard (Bartow County)

Voter Registration Drives (3rd Party)
What do we do with all of these new hand-written voter registration applications we just received?
Presenter:
Shauna Dozier (Clayton County)

Qualifying & Ethics
Now that a candidate has qualified for office, what is the next step?
Presenter:
Robin Webb (Hart County)
Holly Smith, Director of Filing and Compliance
(Georgia Government Transparency & Campaign Finance Commission)

10:30 a.m. – 10:45 a.m.

Beverage Break

12:00 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 1:15 p.m.

FASHION SHOW

“Show off your dungarees”
1:15 p.m. – 4:00 p.m. (cont.)

TOPICS & PRESENTERS

"Mayday"

US Postal Services
Mailing of Absentee Ballots in 2020
Presenter:
Lisa Patton (US Postal Services)

Absentee by Mail
Mailing of Absentee Ballots
Presenter:
Kevin Rayburn, Deputy Director & Deputy General Counsel (SOS Elections Division)

ElectionNet Reports
The importance of reports in 2020
Presenter:
John Hallman, Elections System Manager (SOS Elections Division)

Advance Voting
Preparing for the process of Advance Voting and what it is!
Presenter:
Deb Cox (Lowndes County)

Voting System Operations
The nuts and bolts of our new voting system
Presenter:
Michael Barnes (SOS Center for Elections Systems)

4:00 p.m.

GAVREO Annual Business meeting
Dinner own your own

Tuesday, December 10, 2019

7:00 a.m. – 8:45 a.m.  Breakfast
9:00 a.m. – 12:00 p.m.  TOPICS & PRESENTERS

“The Vessel”

Form Completion Processes
Paperwork process of Election Day; from Advance Voting to Certification
Presenter:
SOS Division

Legislation – New Rules Related to Voting System
Update and enhancements to the State Election Board Rules and Regulations
Presenters:
Ted Koval, Deputy Director (SOS Elections Division)
Lynn Bailey (Richmond County)

Continued on following page
Ballot Marking Device
So what is this new device?
Presenters:
Michael Barnes, Director (SOS Center for Elections System)
Probate Judge Darin McCoy (Evans County)

Central Scanning
Tabulation of Absentee Ballots and its processes
Presenters:
Michael Barnes, Director (SOS Center for Elections System)
Probate Judge Darin McCoy (Evans County)

Poll Books
Voter Check-in process during voting
Presenter:
Michael Barnes, Director (SOS Center for Elections System)
Carol Heard (Decatur County)

Write-In Candidates
What to do when a ballot is cast for a Write-In Candidate and how to certify the votes
Presenter:
Blake Evans (Fulton County)

10:35 a.m. – 10:45 a.m. Beverage Break
12:00 p.m. – 1:15 p.m. Lunch
1:15 p.m. – 4:00 p.m. TOPICS & PRESENTERS

“Before the Mast”
Voter Assistance, Poll Watchers, Provision Ballots and Provisional Voting
Election Day Tasks
Presenter:
Chris Harvey, State Elections Director (SOS Elections Division)

Early Tabulation
The process of Early Tabulation
Presenter:
Joseph Kirk (Bartow County)

“What if...”
This might happen; so what do you do?
Presenter:
Charlotte Sosebee (Athens-Clarke County)

Duplication Team
What should I do with a paper ballot that is torn or over-voted?
Presenter:
Beau Gunn (Cobb County)

Continued on following page
Vote Review Panel
The adjudication process and the panel who makes the decisions regarding
the duplicated ballot.

Presenter:
Milton Kidd (Douglas County)

ENR
Election Night Reporting
Presenter:
John Hallman, Election Systems Manager (SOS Elections Division)

6:30 p.m.  
Mix and Mingle

7:00 p.m. – 8:00 p.m.  
Banquet

8:30 p.m. – 10:00 p.m.  
Entertainment

Wednesday, December 11, 2019

7:00 a.m. – 8:45 a.m.  
Breakfast

9:00 a.m. – 9:15 a.m.  
PRESIDENT’S TRIBUTE
As you cast-off on the next year, we wish you blue skies and calm seas.

Happy Sails to you! ~ Deidre & Charlotte

9:15 a.m. – 12:00 p.m.  
TOPICS & PRESENTERS

“Toe the line”
Certification and Challenges
Now that the Election is over, what is next?

Presenter:
Ted Koval, Deputy Director (SOS Elections Division)

Recounts and Preparing for an Audit
Again, now that the Election is over, what is next?

Presenter:
Michael Barnes, Director (SOS Center for Elections System)

Q&A
Questions and Answers

Presenters:
SOS Elections Division
Center for Elections System

12:00 p.m.  
ADJOURN

“Anchors Aweigh!”

The 2021 Conference will be held at the Jekyll Island Convention Center
on Sunday, August 15 through Wednesday, August 18, 2021.
COMMITTEES

Executive
Deidre Holden, Co-President (dholden@paulding.gov) .............................................................. Paulding
Charlotte Sosebee, Co-President (charlotte.sosebee@accgov.com) .............................................. Athens–Clarke
Dorothy Glisson, Co–President Elect (dorothyhglisson@yahoo.com) ........................................ Screven
The Honorable T. J. Hudson, Co–President Elect (tj4treutlen@yahoo.com) ......................... Treutlen
Tracy Strange, Vice President, (tstrange@wilkinsoncounty.net) .................................................. Wilkinson
Shauna Dozier, Secretary (shauna.dozier@claytoncountyga.gov) ........................................ Clayton
Mandi Smith, Treasurer (mbsmith@forsythco.com) ................................................................. Forsyth
Judge Beverly Nation, GEOA Immediate Past President (judgenation@oglethorpecountyga.gov) ........ Oglethorpe
Kristi Royston, VRAG Immediate Past President (kristi.royston@gwinnettcounty.com) ............. Gwinnett

Audit
Keith Pflager, Chair (kpflager@chathamcounty.org) ................................................................. Chatham
Ralph Jones, Co–Chair (ralph.jones@fultoncountyga.gov) ......................................................... Fulton

By-Laws
Renee Phifer, Chair (renee.phifer@rockdalecountyga.gov) ......................................................... Rockdale
The Honorable Darin McCoy, Co–Chair (judgemccoy@hotmail.com) ....................................... Evans

Conference
Travis Doss, Chair (tdoss@augustaga.gov) .............................................................. Richmond
Shauna Dozier, Co–Chair (shauna.dozier@claytoncountyga.gov) ........................................ Clayton

Legislative
Tonnie Adams, Chair (tadams@heardcountyga.com) ............................................................... Heard
Nina Crawford, Co–Chair (ncrawford.rhs@catoosa.k12.ga.us) ....................................................... Catoosa

Membership
Brenetta Childs, Chair (dooly.county.elections@gmail.com) .................................................. Dooly
Jeanetta Watson, Co–Chair (jwatson@maconbibb.us) .......................................................... Macon–Bibb

Nominating
TBD – will be named at next Business Meeting, per bylaws

Vendors
Brenda Hodges, Chair (bhodges@charltoncountyga.gov) ....................................................... Henry
Robin Webb, Co–Chair (rwebb@hartcountyga.gov) ............................................................ Hart

VR System
Lynn Ledford, Chair (lynn.ledford@gwinnettcounty.com) ......................................................... Gwinnett
Angela Davis, Co–Chair (adavis@co.newton.ga.us) .............................................................. Newton
**SUB-COMMITTEES**

Conference Sub-Committees:

**Training**
Sabrina German, Chair (ssgerman@chathamcounty.org) .................................................................Chatham
Yosheika Mack, Co-Chair (ymack@hallcounty.org) .................................................................Hall

**Decorations**
Pam Long, Chair (pam.long@accgov.com) ..................................................................................Athens-Clarke
Lacy Dunn, Co-Chair (lacy.dunn@paulding.gov) ......................................................................Paulding

**Membership Gifts**
Sherri Hamilton, Chair (shamilton@paulding.gov) ....................................................................Paulding
Leila Dollison, Co-Chair (leila.dollison@tiftcounty.org) .................................................................Tift

**Appreciation**
Ava Smith, Chair (asmith@buttscounty.org) .................................................................................Butts
Susan Rooks (registrars@dlcg.com) ..........................................................................................Laurens

Legislative Sub-Committees:

**Tracking**
Marcia Ridley, Chair (mridley@spaldingcounty.com) .................................................................Spalding
Deb Anderson, Co-Chair (wilkescovoter@hotmail.com) ..............................................................Wilkes

**GAVREO Day at Capitol**
Beau Gunn, Chair (Beau.Gunn@cobbcounty.org) .................................................................Cobb
Jessica Lord, Co-Chair (jessica.lord@paulding.gov) .................................................................Paulding

**VR Systems Sub-Committee:**
Lynn Bailey, Chair (lbailey@augustaga.gov) .............................................................................Augusta-Richmond
Cynthia Willingham, Co-Chair (cynthia.willingham@rockdalecountyga.gov) .........................Rockdale

If you are interested in serving on any of the committees or sub-committees listed above, please contact the chair / co-chair at the email provided.
WHAT’S ON THE MENU?

Monday, Tuesday, Wednesday, Breakfast Buffet
   Assorted Cereals
   Danish, Muffins, Croissants
   Scrambled Eggs
   Breakfast Sausage Links and Bacon
   Grits
   Assorted Juices, Coffee, Herbal Teas

Monday – Traditional Lunch Buffet
   Tossed Salad
   Herbed Pasta Salad
   Chicken Marsala
   Homestyle Pot Roast
   Maple Glazed Carrots
   Mashed Potatoes
   Warm Rolls & Butter
   Dessert Station
   Hot and Iced Teas, Water

Tuesday – Tuscan Buffet
   Tomato, Onion, Mozzarella & Vinaigrette Salad
   Ceasar Salad
   Pasta Primavera
   Chicken Parmesan
   Italian Green Beans
   Warm Rolls & Butter
   Dessert Station
   Hot and Iced Teas, Water

Tuesday Banquet
   Mixed Baby Field Green Salad
   Chicken Piccata
   Yukon Gold Mashed Potatoes
   Julienne Vegetables
   Warm Rolls & Butter
   Iced Tea, Water, Coffee
Georgia Voter Registration & Election Officials

MEMBERSHIP INVOICE

Co-President: Deidre Holden, Paulding County
Co-President: Charlotte Sosebee, Athens-Clarke County
Co-President Elect: Dorothy Glisson, Screven County
Co-President Elect: The Honorable T. J. Hudson, Treutlen County
Vice President: Tracy Strange, Wilkinson County
Secretary: Shauna Dozier, Clayton County
Treasurer: Mandi Smith, Forsyth County
Immediate Past President (GEOA): Judge Beverly Nation, Oglethorpe County
Immediate Past President (VRAG): Kristi Royston, Gwinnett County

Please make check payable to the GEORGIA VOTER REGISTRATION & ELECTION OFFICIALS and mail (along with the completed invoice) to:

Mandi Smith
Georgia Voter Registration & Election Officials
Forsyth County Voter Registrations and Elections
1201 Sawnee Drive
Cumming, GA 30040

Membership cards will be presented at the conference.

DO NOT SEND MEMBERSHIP DUES TO THE UNIVERSITY OF GEORGIA.

* Membership dues must be received or postmarked by November 10, 2019, to this address to be considered a member and receive the conference gift at this conference. Membership payments received on-site cannot be guaranteed the membership gift.

GAVREO Membership Dues 2020 ....................... $45 per person
TOTAL AMOUNT ENCLOSED: $____________

Dues are being paid for (please list names, city or county, and e-mail address):

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Membership inquiries should be directed to Mandi Smith at mbsmith@forsythco.com or 770.781.2118, ext. 2577.
THE ANN HICKS AWARD
Celebrating Excellence in Georgia Elections Administration

The Ann Hicks Award will be awarded in December of 2019. The award recognizes a county elections official for outstanding accomplishments in election administration.

Ann Hicks began her 34-year career with the State of Georgia on August 1, 1977, as a tour guide in the state capitol.

In March 1979, Ann was appointed to the State Elections Division by then Secretary of State Ben Fortson. Ann began her 32½ year career in Elections by serving as the receptionist, where she answered the phones for the division and greeted customers and visitors. This is where she began to develop her “bank” of election knowledge. Ann sat directly outside the office door of the division director, Frances Duncan. Frances rarely shut her office door, and as election related calls were received and answered by Frances, Ann would go to Frances, ask what the question was from the caller, and verify the answer Frances relayed back to them, therefore, gaining more and more knowledge for Ann’s “election knowledge bank.” During Ann’s tenure with the State Elections Division, she has held every division title from receptionist, election coordinator, assistant director, and, upon her retirement in August 2011, division director.

Ann served seven Secretaries of State: Ben Fortson, David Poythress, Max Cleland, Lewis Massey, Cathy Cox, Karen Handel, and Brian Kemp.

At the time of Ann’s retirement in August 2011, she was the longest serving employee with the State Elections Division.

At GAVREO 2020, the Ann Hicks Award will honor excellence in the area of election administration. Please provide information for the person you wish to nominate:

Nominee Name

County Nominee currently serves

Email Address   Phone

Person Submitting Nomination

Email Address   Phone

____________________________________________________________________________________
THE ANN HICKS AWARD
Celebrating Excellence in Georgia Elections Administration

Evidence of Accomplishment:
List the most important contributions related to the area of the award. Provide specific examples of how the nominee demonstrated dedication, excellence, professionalism and initiative in the area of election management:

We welcome you to solicit supporting material from others (co-workers, county officials, employees, and community leaders) in the nominee’s county to support their nomination. Please share contact information for up to two other individuals who are willing to support the nomination, along with a letter of support from each:

Reference One

Email Address

Phone

Reference Two

Email Address

Phone

This form is available on Firefly.

DEADLINE IS NOVEMBER 10

Emailed or fax submissions will also be accepted. If you are submitting by email or fax, attach any supporting documents and Email or fax to:

Chris Harvey, Director
State Elections Division
Fax: 404-651-9531
Email: wharvey@sos.ga.gov
THE FRANCIS DUNCAN AWARD
Celebrating Excellence in Georgia Voter Registration

The Frances Duncan Award was first awarded in January, 1988, by Secretary of State Max Cleland. The award sought to recognize a county elections official and a county registration official for outstanding accomplishments in their respective fields.

Frances Duncan was the first full-time director of the Elections Division. She was appointed to the position by then Secretary of State Ben Fortson. Frances Duncan began her career in the Secretary of State’s Office by serving as a tour guide. Frances Duncan retired from the Elections Division in 1988 and was later appointed to serve on the State Elections Board where she served for sixteen years. She was well respected and recognized for her expertise in elections and her assistance to the election and voter registration officials throughout the state. For this reason, Mr. Cleland named this award in her honor.

At GAVREO 2020, the Frances Duncan Award will honor excellence in the area of voter registration. Please provide information for the person you wish to nominate:

Nominee Name

County Nominee currently serves

Email Address Phone

Person Submitting Nomination

Email Address Phone
THE FRANCIS DUNCAN AWARD
Celebrating Excellence in Georgia Voter Registration

Evidence of Accomplishment:
List the most important contributions related to the area of the award. Provide specific examples of how the nominee demonstrated dedication, excellence, professionalism and initiative in the area of voter registration:

We welcome you to solicit supporting material from others (co-workers, county officials, employees, and community leaders) in the nominee’s county to support their nomination. Please share contact information for up to two other individuals who are willing to support the nomination, along with a letter of support from each:

Reference One

Email Address

Phone

Reference Two

Email Address

Phone

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DEADLINE IS NOVEMBER 10
Emailed or fax submissions will also be accepted. If you are submitting by email or fax, attach any supporting documents and Email or fax to:

Chris Harvey, Director
State Elections Division
Fax: 404-651-9531
Email: wharvey@sos.ga.gov
ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS

On April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certification should be maintained with your tax records to document the individual’s status as a state official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

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STATE OF GEORGIA
CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX

CERTIFICATION

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the State and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee ___________________________ Date __________________

PRINT OR TYPE

Name of Official or Employee ___________________________

Title of Official or Employee ___________________________

Agency Represented ___________________________

Accounting/Fiscal Office Contact ___________________________ Phone No. __________________

Date(s) of Lodging ___________________________
STATE OF GEORGIA
DEPARTMENT OF REVENUE
SALES TAX CERTIFICATE OF EXEMPTION
GEORGIA PURCHASER

To:

SUPPLIER

SUPPLIER’S ADDRESS CITY STATE ZIP CODE

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased or leased after this date will qualify for tax-free or tax exempt treatment as indicated below. (Check the Applicable Box)

☐ 1. Purchases or leases of tangible personal property or services for RESALE ONLY. O.C.G.A. § 48-8-30. A sales and use tax number is required unless the purchaser is one of the following: church, qualifying tax exempt child caring institution, tax exempt parent-teacher organization or association, private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boys Scouts of America or Girl Scouts of the U.S.A. TAX-FREE TREATMENT DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY THE PURCHASER, INCLUDING ITEMS THE PURCHASER WILL DONATE. O.C.G.A. §§ 48-8-3(15), (39), (41), (56), (59), (71).

☐ 2. Purchases or leases of tangible personal property or services made by the United States government, the state of Georgia, any county or municipality of this state, fire districts which have elected governing bodies and are supported in whole or in part by ad valorem taxes, or any bona fide department of such governments when paid for directly to the seller by warrant on appropriated government funds. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1).

☐ 3. Sales of tangible personal property and services made to the University System of Georgia and its educational units, the American Red Cross, a Community Service Board located in this state, Georgia Department of Community Affairs Regional Commissions, or specific qualified authorities provided with a sales tax exemption under Georgia law. A sales and use tax number is not required for this exemption. O.C.G.A. §§ 37-2-6.1(d), 48-8-3(b), 50-8-44.

☐ 4. The sale, use, consumption, or storage of materials, containers, labels, sacks, or bags used for packaging tangible personal property for shipment or sale. Materials purchased at a retail establishment for consumer use are not exempt. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(94).

☐ 5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state when sold by the manufacturer or assembler for use exclusively outside this state and when possession is taken from the manufacturer or assembler by the purchaser within this state for the sole purpose of removing the property from this state under its own power when the equipment does not lend itself more reasonably to removal by other means. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32).

☐ 6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components of each, that will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers and by carriers who hold common carrier and contract carrier authority in interstate or foreign commerce under authority granted by the United States Government. Replacement parts installed by carriers in such aircraft, watercraft, railroad locomotives and rolling stock, and motor vehicles that become an integral part of the craft, equipment, or vehicle are also exempt. The exemption does not extend to private or contract carriers. O.C.G.A. § 48-8-3(33)(A).

☐ 7. Purchases or leases of tangible personal property or services made by the Federal Reserve Bank, a federally chartered credit union, or a credit union organized under the laws of this state. A sales and use tax number is not required for this exemption. 12 U.S.C. §§ 531, 1768 § 1768; O.C.G.A § 48-6-97.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, this certificate is true and correct and made in good faith, pursuant to the sales and use tax laws of the State of Georgia. Further, I understand that any tangible personal property obtained under this certificate is subject to sales and use tax if the purchaser uses or consumes the property in any manner other than indicated above.

Purchaser’s Name: ___________________________ Sales Tax Number: ___________________________ (IF REQUIRED)

Purchaser’s Type of Business: ___________________________

Purchaser’s Address: ___________________________

Printed Name and Signature: ___________________________ Title: ___________________________

Telephone Number: ___________________________ Email: ___________________________

Supplier must secure and maintain one properly completed certificate of exemption from each purchaser making purchases without the payment of tax.