



# **Motor Vehicle Racing**

## **Office of Professional Regulation, Vermont Secretary of State**

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### **Meeting Minutes**

**March 17, 2023**

**Members present:** John Sharrow

**Members present via phone:** None

**Member(s) absent:** Jean-Paul Cyr; William Fitzgerald

**Staff present:** Tara Grenier, Chief Licensing Administrator; Kasey Mayer, Licensing Administrator I; Lauren Layman, General Counsel; Derek Everett, Inspector; Noura Eltabbakh, Staff Attorney; Kamanie Sweet, Licensing Administrator I

**Guests:** None

1. 11:01 am meeting started
2. Noura Eltabbakh, Staff Attorney was introduced.
3. **Discussion Items:**

General Counsel Lauren Layman discussed the documents needed for each season regardless of if it is a renewal year.

Inspector Derek Everett stated that first inspection will occur at the first event of the year instead of prior the start of the season, and then may occur throughout the season.

Tara Grenier stated that a letter would be sent out within the next couple of weeks detailing inspection process and documents that are required. The group discussed adjusting language on the application instructions to identify where confusion may have occurred in the past.

John Sharrow inquired about his role as an advisor pertaining to inspections. General counsel Lauren Layman discussed the role of an advisor. Inspector Derek Everett discussed the role that the advisors may have during the inspection process.

4. **Adjourn.** There being no further business to attend the meet adjourned 11:18 am

### **Upcoming Meeting Dates**

To be scheduled

Please check the [OPR Meeting Calendar](#) for updates