



# **Board of Architects**

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

89 Main Street, 3<sup>rd</sup> Floor • Montpelier, VT 05620-3402  
Tel. (802) 828-5434 website: <https://sos.vermont.gov/opr/>

### **Minutes September 5, 2023 Via Microsoft Teams**

1. The meeting was called to order at 10:02 a.m.

Members present via Microsoft Teams: Keith Robinson; Matt Lutz; Rebecca Campbell; Beth Chenette; and Eileen Hee. Absent: Kirk Moore.

OPR Personnel present via Microsoft Teams: Lauren Layman, General Counsel; Noura Eltabbakh, Staff Attorney; Emily Tredeau, Staff Attorney; and Kara Shangraw, Licensing Administrator II.

2. **Changes to the Agenda**

3. **Minutes** The Chair called for the approval of the minutes from the June 5<sup>th</sup> meeting. Ms. Hee made a motion, seconded by Ms. Chenette, to approve the minutes of the June 5, 2023, meeting as presented. Motion passed.

4. **Disciplinary Matters**

5. **Administrative Updates**

6. **Topics for Discussion**

Attorney Tredeau advised that the Rules are waiting final approval from the Office and will be sent to ICAR once approved.

7. **Correspondence**

8. **File Review**

**Hart, James, A** – The Board determined, on the basis of the application papers only, that his application was incomplete. Mr. Hart will be notified.

9. **Other Business**

The Board voted unanimously to maintain current executive administration until a special meeting will be held.

Mr. Robinson discussed the NCARB meeting and upcoming regional meeting.

10. **Public Comment**

11. **Adjourn** There being no further business, the meeting adjourned at 10:51 a.m.

Next Scheduled Meeting – December 4, 2023  
Please check the office [website](#) for updates