A Committee of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects met via telephone conference call and was called to order by Mr. James C. “JC” Rearden at 10:00 a.m. on Thursday, January 21, 2016. A quorum was present. Mr. Rearden then declared the conference call meeting open for business.

Committee Members Present

James C. “JC” Rearden, Chair of the Architectural Division and Chair of the Committee
Kelley P. Cramm, Member of the Professional Engineering Division and Member of the Committee
Robert S. Shotts, Chair of the Professional Landscape Architectural Division and Member of the Committee
Sherry L. Cooper, Public Member and Member of the Committee

Member Absent

Michael C. Freeman, Chair of the Professional Land Surveying Division and Member of the Committee

Others Present

Robert N. Hartnett, Board Chair
Judy Kempker, Executive Director and Member of the Committee
Dawn Wilde, Board Investigator and Member of the Committee
Sandra Robinson, Processing Technician Supervisor
Curtis Thompson, General Counsel
Chris Claxton, Information Technology Specialist for Henderson Engineers, Inc.

It should be noted that at approximately 10:10 a.m., Mr. Freeman joined the meeting.
Discussion regarding Electronic Seals and Signatures

The Committee Members reviewed and discussed information presented regarding electronic seals and signatures. After much discussion, the Committee Members decided to recommend to the full Board that it move forward with the Proposed Amendment to Board Rule 20 CSR 2030-3.060(3) Licensee's Seal which was voted on by the full Board at its August 3 and 4, 2015 meeting. The Proposed Amendment to Board Rule 20 CSR 2030-3.060(3) is as follows:

(3) In addition to the personal seal, the licensee shall also affix his/her signature and place the date when the document was originally sealed, at the minimum, to the original of each sheet in a set of plans, drawings, specifications, estimates, reports and other technical submissions which were prepared by the licensee or under his/her immediate personal supervision. The term “signature,” as used herein shall mean a handwritten identification containing the name of the person who applied it; or for electronic or digital document shall mean an electronic authentication process attached to or logically associated with the document. The digital signature must be unique to, and under the sole control of the person using it; it must also be capable of verification and be linked to a document in such manner that the digital signature is invalidated if any data on the document is altered.

(A) [Documents that are without an electronic signature or authentication process that are transmitted electronically shall have the seal removed and the following inserted in its place: “This media should not be considered a certified document.”]

(B) When revisions are made, the licensee who made the revisions or under who immediate personal supervision the revisions were made shall sign, seal and date each sheet and provide an explanation of the revisions. Revisions to technical submissions which are not made or approved by the licensee are prohibited. Revisions to technical submissions which are not made or approved by the licensee are prohibited.

(C) In lieu of signing, sealing and dating each page, the licensee(s) may sign, seal and date the title page, an index page, or a seals page on bound multiple page documents not considered to be drawings, providing that the signed page clearly identifies all of the other pages comprising the bound volume. Provided further that any of the other pages which were prepared by, or under the immediate personal supervision of another licensee be signed, sealed and dated as provided for, by the other licensee. Any additions, deletions or other revision shall not be made unless signed, sealed and dated by the licensee who made the revisions or under whose immediate personal supervision the revisions were made.
Adjournment

There being no further business, on motion of Mr. Freeman seconded by Ms. Cramm and unanimously carried, the meeting was adjourned at 11:04 a.m. on January 21, 2016.

ATTEST:

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Executive Director

Approved by Board on: _______________________