

**West Virginia Ethics Commission  
Open Governmental Meetings Committee**

**Meeting Minutes  
September 5, 2024**

The September 5, 2024, meeting of the Open Governmental Meetings Committee was called to order in the Commission's office at 210 Brooks Street, Charleston, West Virginia, at 9:30 a.m. by Acting Chairperson Suzan Singleton. Chairperson Davis requested Ms. Singleton serve as chair, as Ms. Davis was uncertain if she would be at the meeting on time.

**Present**

Suzan Singleton, Acting Committee chairperson (by telephone)  
Lynn Davis, Committee chairperson (by telephone)  
Terry Walker, Committee member (by telephone)  
Kimberly B. Weber, Executive Director  
Theresa M. Kirk, General Counsel  
John N. Ellem, Staff Attorney  
M. Ellen Briggs, Executive Assistant

**Approval of Minutes**

Ms. Singleton requested that a roll call be taken. After the roll call was taken, Mr. Walker made a motion to approve the minutes of the Committee's April 4, 2024, meeting. Ms. Davis seconded the motion, which carried as follows:

Davis – aye  
Singleton – aye  
Walker – aye

**Open Meetings Advisory Opinion 2024-03**

Ms. Singleton called upon Mr. Ellem to present [Open Meetings Advisory Opinion 2024-03](#) to the Committee for consideration. Ms. Davis made a motion that the Open Meetings Advisory Opinion be approved as presented, with the mentioned technical changes. Mr. Walker seconded the motion, which passed as follows:

Davis – aye  
Singleton – aye  
Walker – aye

## Adjournment

Ms. Davis made a motion to adjourn, and Mr. Walker seconded the motion. The motion carried as follows, and the meeting was adjourned.

Davis – aye  
Singleton – aye  
Walker – aye

The foregoing minutes of the West Virginia Ethics Commission's Open Governmental Meetings Committee were approved at a regular meeting of the Committee on February 6, 2025.



---

Suzan Singleton, Acting Chairperson  
Open Governmental Meetings Committee  
West Virginia Ethics Commission

ATTEST:



---

M. Ellen Briggs, Executive Assistant  
West Virginia Ethics Commission