

**BOARD OF ARCHITECTS**  
Secretary of State, Office of Professional Regulation  
32 College St. Schulmaier Hall, Montpelier, VT 05602  
**APPROVED MINUTES**  
**Meeting of June 10, 2013**

1. The meeting was called to order at 10:25 AM.

Members present: Ed Wolfstein; Chair, Frank M. Guillot; Vice-Chair, Keith Robinson, Janet Stackpole.

OPR Staff: Danielle Rubalcaba; Licensing Board Specialist, Terry Gray; Licensing Administrative Assistant & Carla Preston; Case Manager

2. Chair Ed Wolfstein called for approval of the Minutes of the April 22, 2013 meeting. K. Robinson made a motion to pass, seconded by J. Stackpole. Motion passed unanimously.

3. **Case Manager's Report**

The current number of cases pending for the Board is twelve (12); Eight (8) are being investigated. Two (2) are done and I-Team recommends charges. Two (2) are pending.

4. **Applicants for Licensure**

The Board reviewed and approved the following applicants for licensure on the basis of their National Council of Architectural Registration Boards' (NCARB) Certification, or having met Vermont's requirements.

-J. Stackpole made a motion to approve Kevin Trout for licensure based upon his Endorsement application. Motion seconded by K. Robinson. Motion carried.

-Chairman Wolfstein made a motion to approve Todd Gordon for licensure based upon his NCARB record. Motion seconded by F. Guillot. Motion carried.

-J. Stackpole made a motion to approve Tonya Forcier for licensure based upon successfully passing all sections of the A.R.E exams. Motion seconded by K. Robinson. Motion carried.

-K. Robinson made a motion to approve Paul Boseman for licensure based upon his reinstatement application. Motion seconded by Chairman Wolfstein. Motion carried.

-K. Robinson made a motion to approve Clay Smook for licensure based upon his NCARB record. Motion seconded by J. Stackpole. Motion carried.

-F. Guillot made a motion to approve David Findlay for licensure based upon his NCARB records. Motion seconded by K. Robinson. Motion Carried.

-F. Guillot made a motion to approve Robert Mitchell for licensure based upon his Endorsement application. Motion seconded by K. Robinson. Motion Carried.

-F. Guillot made a motion to approve Dan Russell for licensure based upon his Endorsement application. Motion seconded by K. Robinson. Motion Carried.

-F. Guillot made a motion to approve John Onderdonk for licensure based upon his Endorsement application. Motion seconded by K. Robinson. Motion Carried.

**Applicants for Examination**

The Board reviewed and approved the following applicants to sit for the A.R.E exams.

-K. Robinson made a motion to approve Joseph Fisher to sit for A.R.E exams. Motion seconded by F. Guillot. Motion Carried.

5. **Applications reviewed and discussed:**

The Board reviewed and discussed the following applications and took action as indicated. The applications will be advised of the Board's conclusions regarding their inquiry or of documents needed to complete their applications.

- Gary Wassman's additional documents were review by the board and an official NCARB IDP is required.
- Robert Law needs an IDP to complete his application.
- Brian McCusker needs one more year of experience before he can be approved to sit for A.R.E Exams.
- Christian Brown approved for Licensure pending Investigation with VT.
- Lynn Wood needs to resubmit IDP/NCARB information and official transcripts since she has not been practicing in another state and lapsed more than 3 years ago.
- Board granted approval for Christian Brown's licensure.

6. **New Business**

**Next Scheduled Meetings:**

August 5<sup>th</sup> 2013 10:00 am Public Hearing followed by regular scheduled board meeting.  
August 10<sup>th</sup>, 2013 10:00am follow up meeting if needed for Public Hearing  
September 30<sup>th</sup>, 2013 10:00 am Board Meeting

Respectfully submitted,

Danielle Rubalcaba  
Licensing Board Specialist  
Office of Professional Regulation