

**BOARD OF ARCHITECTS**  
Secretary of State, Office of Professional Regulation  
National Life Building, North, Floor 2, Montpelier, VT 05620-3402

**UNAPPROVED MINUTES**  
\*\*\*Subject to Errors and Omissions\*\*\*  
October 4, 2010

**Members Present:** Chairman Ed Wolfstein, Frank Guillot, Vice Chair, Arnold Aho, Secretary, Janet Stackpole, Ingrid Nichols and Jennifer Arbuckle.

**Members Absent:** Heidi Passalacqua

**OPR Staff Present:** Chris Winters, Executive Director, Terry Gray, Unit Administrator and Carla Preston, Case Manager

1. Meeting was called to order at 10:09 AM
2. Approval of the Minutes of August 2, 2010. Motion to table minutes until December meeting by A. Aho, seconded by F. Guillot. Motion passed.
3. Reports  
Chris Winters, Executive Director of OPR addressed the Board and gave an overview of the current changes and restructuring of OPR. Carla Preston is the new case management and handling all professional services with the exception of Nursing. UA for the board will remain with Terry Gray. The board currently does not have an administrative assistant. Projected budget for 2012-13 and a possible fee reduction. Frank Guillot tasked if any additional fees may be used for review of applications by professional services or used for paying for new IDP applicants could be considered by the Board?  
Carla Preston, Case Manager gave the board an overview of her role and asked board members to stop in after the meeting and she will give each of them a man update on the cases they may be involved in.
4. Hearings/Stipulations/Reports of Concluded Investigations et al  
2010-131  
Motion by J. Arbuckle to accept the closing report of case number 2010-131, seconded by J. Stackpole. Motion Carries.
5. Legislation/Rulemaking:- Legislation/Rulemaking:- The board reviewed the letter and survey questions from F. Guillot and A. Aho. Minor changes were made to the notice. This letter and survey will be mailed out by the end of this week with a return date of October 29<sup>th</sup>, 2010. All information will be gathered and mailed to the board members for review and discussion at the December meeting. The board will share all information with the public at the scheduled meeting in 2011.

6. **Review of Applications for licensure:**
  - Motion made by A. Aho to accept Charles Richard Mays for licensure. Seconded by J. Stackpole. Motion carries.
  - Motion made by F. Guillotto to approve Jeremiah R. Goulet to sit for the examination. Seconded by J. Stackpole. Motion carries.
  - Motion made by J. Arbuckle to accept Tyler G. Kobi for examination. I. Nichols seconded. Motion carries.
  - Motion made by E. Wolfstein to accept Ira Clark for licensure. Seconded by J. Arbuckle. Motion carries.
  - Motion made by I. Nichols to approve Samuel J. Gardner to sit for the examination, seconded by J. Stackpole. Motion carries.
7. **Applications/Audit for Review and Discussion**  
The board distributed four audits under review.
8. **Newsletter Topics**-none
9. **Miscellaneous**-none
10. **National Council of Architectural Registration Boards Correspondence**
11. **Public Comment**-none
12. **Other Business introduced**–Chairman Wolfstein will contact board member Heidi Passalacqua regarding her tenure with the board. If she is unable to attend the meetings she will need to submit her resignation to the board.
13. **The next scheduled meeting**–December 6, 2010–discussion with the change of the day for the board meeting. Keep meetings as scheduled as the first Monday of the month.
14. **Adjournment** at 11:50 PM