

Vermont Secretary of State
Office of Professional Regulation
BOARD OF ARCHITECTS
89 Main Street, 3rd Floor,
Montpelier, VT 05602

UnApproved Minutes
December 4, 2018

Members present: Liz Merrill, Keith Robinson, Jennifer Arbuckle, Ingrid Moulton-Nichols, Beth Chenette and Matt Lutz (phone)

Member(s) absent: Kirk Moore

Staff present: Aprille Morrison, Licensing Administrator I; Lora Marchand, Assistant Director, and Lauren Hibbert, OPR Director

1. 10:12 am Called to order by the board Chair Jennifer Arbuckle
2. **Approval of the Minutes of the October 2, 2018 meeting.** Liz Merrill made a motion to accept the minutes. Keith Robinson seconded the motion. Motion Carried.
3. **Hearings/Stipulations/Concluded Investigations:** None
4. **Licensing – Reviewed and approved the following applications for licensure based on successfully completing the ARE’s or applicants substantially equivalent by endorsement/reciprocity.** Motion to approve the following applications made by Ingrid Moulton-Nichols. Motion seconded by Matt Lutz. Motion Carried.

Samuel Ostrow, Completed ARE’s
Christopher Kresge, Completed ARE’s
Sara Mallio, Completed ARE’s

Following applicants are approved to sit for the ARE

Alex Jean
Kristen Daaboul

Follow up: Motion to table the following application(s) made by Ingrid Moulton-Nichols. Motion seconded by Matt Lutz. Motion Carried.

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5. **Discussion Items:**

- Gabriel Gilman, General Counsel, was unavailable for an Administrative Rules update. Chair Jennifer Arbuckle would like to discuss the Certificate of Authorization. Chair Arbuckle informed members present of a discussion had at the NECARB regional meeting in October regarding Rhode Island suggesting to NCARB the additional of adding language to the model rules of firm licensure and regulation.
- Chair Arbuckle informed members present of the discussions and events from the NECARB Regional meeting that she and Keith Robinson attended.
- Lora Marchand, Assistant OPR Director, spoke to the Board regarding dues notices received for NCARB and NECARB. Ms. Marchand will address a letter to Michael Anderson regarding the Office of Professional Regulations concerns of the price of NECARB fees.
- With Jennifer Arbuckle and Ingrid Moulton-Nichols board member terms ending Chairman Arbuckle discussed with OPR staff regarding replacements and keeping diversity on the Board.
- Election of officers was held for the 2019 year.
 - Ingrid Moulton-Nichols nominated Keith Robinson as Chair of the Board. Liz Merrill seconded the motion. Motion carried.
 - Ingrid Moulton-Nichols nominated Matt Lutz as Vice-Chair of the Board. Keith Robinson seconded the motion. Motion carried.

- Ingrid Moulton-Nichols nominated Beth Chenette as Secretary of the Board. Liz Merrill seconded the motion. Motion carried.
 - All nominations were accepted and the new officers of the Board will assume their positions as of the adjournment of the December meeting.

6. **Adjourn.** There being no further business to attend to board Chair Jennifer Arbuckle adjourned the meeting at 11:56 am

Upcoming Meeting Dates

February 4, 2019

April 1, 2019

June 3, 2019

August 5, 2019

October 7, 2019

December 2, 2019