

Vermont Secretary of State  
Office of Professional Regulation  
BOARD OF ARCHITECTS  
89 Main Street, 3<sup>rd</sup> 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