



# **Board of Architects**

## **Office of Professional Regulation, Vermont Secretary of State**

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### **Minutes April 12, 2023**

#### **Via Microsoft Teams**

1. The meeting was called to order at 10:04 a.m.

Members present via Microsoft Teams: Keith Robinson; Kirk Moore; Rebecca Campbell; Liz Merrill; Beth Chenette; Matt Lutz; and Eileen Hee.

OPR Personnel present via Microsoft Teams: Lauren Layman, General Counsel; Noura Eltabbakh, Staff Attorney; Danielle Rubalcaba, Business Project Manager; and Kara Shangraw, Licensing Administrator II.

2. **Changes to the Agenda**

3. **Minutes** The Chair called for the approval of the minutes from the September 6<sup>th</sup> meeting. Mr. Moore made a motion, seconded by Mr. Lutz, to approve the minutes of the September 6, 2022 meeting as presented. Motion passed unanimously.

4. **Disciplinary Matters**

5. **Administrative Updates**

The Board discussed the status of its draft rules with Attorney Layman.

Ms. Shangraw discussed the need to change the September meeting to a different day since the meeting is currently on a holiday. They agreed to move the meeting date to September 5<sup>th</sup> at 10:00 a.m.

6. **Topics for Discussion**

Mr. Robinson discussed with the Board the NCARB Region 1 meeting that was held in October of last year.

The Board discussed the upcoming NCARB Annual meeting.

7. **Correspondence**

8. **File Review**

Ms. Campbell made a motion, seconded by Mr. Moore to approve the individuals listed below for examination and initial licensure in VT. Motion passed, Matt Lutz abstained from the vote for Jesse Gillette.

**Gillette, Jesse** (Seeking approval to sit) – Approved to sit for his examinations.

**Severinghaus, Jonathan** (Seeking approval to sit) – Approved to sit for his examinations.

**9. Other Business**

**10. Public Comment**

**11. Adjourn** There being no further business, the meeting adjourned at 10:58 a.m.

Respectfully submitted,

Kara Shangraw  
Licensing Administrator II

Next Scheduled Meeting – June 5, 2023  
Please check the office [website](#) for updates