



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 6th 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 5th 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