

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

UnApproved Minutes
December 4, 2017

Members present: Liz Merrill, Keith Robinson, Jennifer Arbuckle, Frank Guillot Ingrid Moulton-Nichols and Beth Chenette

Member(s) absent: Matt Lutz

Staff present: Danielle Rubalcaba, Licensing Board Specialist

1. 10:10 am Called to order by the board Chair Jennifer Arbuckle
2. **Approval of the Minutes of the November 6, 2017 meeting.** Liz Merrill made a motion to accept the minutes of the November 6, 2017 meeting. Beth Chenette seconded the motion. Motion passed unanimously.
3. **Case Manager Report** - 1 case pending investigation
4. **Hearings/Stipulations/Concluded Investigations: None**
5. **Licensing – Review the following applications for licensure based on successfully completing the ARE’s.**
Frank Guillot made a motion to approve the following applicants for licensure. Liz Merrill seconded the motion. Motion passed unanimously.
Davis Andrews
Claire Wilkens
Arthur Chaukman

Follow up:

6. **Discussion Items:**
 - Frank Guillot’s term is expiring at the end of December. Replacement options.
7. **Adjourn.** There being no further business to attend to board Chair Jennifer Arbuckle adjourned the meeting at 11:00 am

Upcoming Meeting Dates

February 5, 2018
April 2, 2018
June 4, 2018
August 6, 2018
October 1, 2018
December 3, 2018