

**BOARD OF ARCHITECTS**  
Secretary of State, Office of Professional Regulation  
89 Main St., 3<sup>rd</sup> Floor  
Montpelier, VT 05620-3402  
**UNAPPROVED MINUTES**  
**Meeting of February 2, 2015**

1. The meeting was called to order at 10:05 AM by Chairman Arbuckle.

Members present: Jennifer Arbuckle; Chair, Keith Robinson; Secretary, Beth Chenette, and Matthew Lutz.

2. Chairman Arbuckle called for approval of the Minutes of the December 1, 2014 meeting. Motion made by K. Robinson. Motion seconded by B. Chenette. Motion passed unanimously.

3. **Case Manager's Report**

The current number of cases pending for the Board is nine (9); (1) holding, three (3) intake, (1) two closing today, (2) two pending investigation, (1) one charges filed and (1) one is pending charges.

**Stipulation & Consent Order**

2014-8 A motion was made by Chairman Arbuckle to approve this stipulation and consent order. Motion seconded by K. Robinson. I. Moulton Nichols was absent. Motion passed unanimously.

4. **Applicants for Licensure:**

The Board reviewed and approved the following applicants for licensure on the basis of their National Council of Architectural Registration Boards' (NCARB) Certification, Endorsement application, successfully completing all sections of the A.R.E, or having met Vermont's requirements by reinstatement. A Motion was made to approve the following applicants for licensure was made by K. Robinson. The motion was seconded by M. Lutz and the motion carried.

- Kevin Shea, NCARB
- Matthew Root, NCARB
- Richard Sweers II, NCARB
- Danielle Delorme, NCARB
- Michelle Muro, NCARB
- Jason Bogdanowicz-Wilson, NCARB

The following applicants need additional information before approved to sit for the exam:

- William Fellows – Need verification of exams
- Keith Kelley – Need NH verification of licensure

6. **New Business**

-Chairman Arbuckle gave a recap of the January 2015 board retreat.

-Board briefly discussed the matrix grid, the IDP streamline Implementation surveys, and the LTF request for proposal.

7. **Adjournment**

Meeting adjourned at 11:15 am by Chairman Arbuckle.

**Next Scheduled Meetings:**

**April 6**

**June 1**

**August 3**

**October 5**

**December 7**

Respectfully submitted,

*Danielle Rubalcaba*

Licensing Board Specialist  
Office of Professional Regulation