**Maryland Board of Certified Interior Designers**

**Business Meeting Minutes**

**DATE:** July 19, 2022, Tuesday

**TIME:** 1:30 PM

**LOCATION:** 1100 N. Eutaw St.

5th Floor Conference Room

Baltimore, MD 21201

**Videoconferencing:** (https://meet.google.com/dfh-mfdy-bba)

**MEMBERS PRESENT:** Robyn Dubick, Chair, Interior Designer

Carmen Parsons Sneed, Interior Designer

Suzanne Frasier, Interior Designer

Cheryl Duvall, Interior Designer

Nichole McCollum, Interior Designer

**MEMBERS ABSENT:** Michael Daly, Architect

**STAFF PRESENT:** Zevi Thomas, Executive Director

Jessica Praley, Board Counsel

Michelle Compton, OAG Law Clerk

Noraida Lozano, Board Administrator

**OTHERS PRESENT:** Heather Flannery, Interior Designer

**Call to Order**

Robyn Dubick, Chair, called the business meeting of the Board of Certified Interior Designers to order, virtually, at 1:31 p.m.

**Approval of Minutes**

Motion (I) was made by Ms. Duvall seconded by Ms. Frasier, and unanimously carried by the Board to approve the April 19, 2022 minutes with no changes.

**Complaint Committee Report** – None

**Legislative Committee Report**

**Sunset**

Ms. Frasier reported the Sunset Report is ready to move forward with the process to which Ms. Praley agreed.

Motion (II) was made by Ms. Parsons, seconded by Mr. Frasier, and unanimously carried by the Board to approve Ms. Fraley and Mr. Thomas to move forward with the administrative process of the Sunset Report.

Chair Dubick expressed her appreciation to the Sunset Committee for doing a great job.

**Executive Director’s Report**

Mr. Thomas stated that there are some changes to figure out and be updated from the last five years of the Sunset that he wants to consider.

He reported the employees are teleworking due to the current status of the building and the reason why it is not yet open to the public.

He introduced Ms. Danielle Anderson as the new Outreach and Web Coordinator. The Board welcomed Ms. Anderson after briefly introducing herself. She also mentioned that a newsletter will be published this month and will be published every four months.

**Board Counsel’s Report**

Ms. Praley introduced Ms. Michelle Compton as the OAG law clerk. She said that the Sunset Report will move forward. Also, there are staffing changes in the OAG office. She remains the Board Counsel in the meantime but if there are changes she will keep Mr. Thomas and the Board updated.

**New Business**

Ms. Duvall announced of her retirement on August 5th after 44 years of service. She will be on a trip this fall and may not be able to attend the next meeting. She mentioned she will continue to be a Certified Interior Designer but she will stop working. She advised the Board to start looking for a new member for her position.

The Board congratulated her and wished her luck on her retirement.

**Old Business** – None

**Correspondence** – None

**Adjournment**

The next Board Meeting is scheduled for October 18, 202, Tuesday 1:30 p.m.

There being no further business, Motion (III) was made by Ms. Duvall, seconded by Ms. Frasier, and unanimously carried to adjourn the meeting at 1:43 p.m.

Approved: \_\_\_**X**\_\_\_ without corrections \_\_\_\_\_\_\_ with corrections

Signed: **(Signature on File)** Date: \_\_\_**10/20/2022**\_\_\_

Robyn Dubick, Chair