

## **Maryland Board of Architects Business Meeting Minutes**

**DATE:** February 26, 2025

**TIME:** 11:00 AM

**LOCATION:** 100 S. Charles Street  
Tower 1, Suite 3300  
Baltimore, MD 21201

**Video conferencing via:** [meet.google.com/jzf-hyjn-wcx](https://meet.google.com/jzf-hyjn-wcx)

**By Phone:** (US) +1 470-228-0070 PIN: 831 936 121#

**MEMBERS PRESENT:** Cynthia Shonaiya, Chair  
Paul Edmeades, Architect  
Kevin Sneed, Architect  
Mark Flemming, Architect  
Douglas Polt, Architect  
Casey Dawkins, Consumer Member  
Gretel Lott, Consumer Member

**STAFF PRESENT:** Zevi Thomas, Executive Director  
Raquel Meyers, Assistant Executive Director  
Matthew Venuti, Board Counsel  
Noraida Lozano, Board Administrator

### **Call to Order**

Cynthia Shonaiya, Chair, called the Business Meeting of the Maryland Board of Architects to order at 11:04 a.m., virtually via [meet.google.com/jzf-hyjn-wcx](https://meet.google.com/jzf-hyjn-wcx), (US) +1 470-228-0070 PIN: 831 936 121#

### **Approval of Minutes**

The members reviewed the minutes of the Business Meeting held on January 22, 2025. Motion (I) was made by Mr. Edmeades, seconded by Mr. Flemming, and unanimously carried by the Board to approve the minutes with corrections.

## **Complaint Committee Report**

Mr. Flemming presented the following report on behalf of the Complaint Committee:

**03-AR-25** - has gone to pre-charge and has a notice of hearing.

**05-AR-25** - new complaint.

**06-AR-25** - is being reviewed and is requesting additional information.

**07-AR-25** - new complaint.

Mr. Flemming mentioned a possible complaint that needs the Board's decision to be discussed in an Executive Session.

Motion (II) was made by Mr. Polt, seconded by Ms. Lott, and carried by the Board to accept the Complaint Committee Report.

## **Review of Applications**

### **Applications for Architectural Registration Exam (A. R. E.)**

Mr. Edmeades presented the report for the Architectural Registration Exam (A.R.E.) and reciprocity applications.

There were **six (6)** A.R.E. applications administratively approved:

**KIM, Jeong Han**

**TATEM, Emma Porter**

**KNOEBEL, Adam**

**CAPITANIO, Marco**

**BAILEY, Gavin Edward**

**STEPHENSON, Maria**

There were **six (6)** ARE applications approved by the Board:

**BIRL, Ian**

**DAVIS, Mark**

**HARTE, Brunelly**

**MILLER, Jacob**

**SWIFT, Patrick**

**WOLF, David**

### **Applications for Reciprocity**

**Two (2)** applications were pending for approval.

Mr. Polt and Mr. Dawkins asked to clarify one candidate's reported AXP for 2 hours. Mr. Edmeades confirmed that candidate (MD) has only 2 hours reported to AXP per NCARB records.

Motion (III) was made by Mr. Sneed, seconded by Mr. Polt, and unanimously carried by the Board to approve **twelve (12)** A.R.E. applications with **one (1)** ARE denial due to insufficient work experience hours and **two (2)** pending reciprocity applications for additional information and clarification. Candidate #1 (HK) foreign degree evaluation and work experience, and candidate #2 (ES) NCARB exam clarifications.

Ms. Shonaiya asked Mr. Thomas to contact NCARB to clarify the exam record of candidate #2 (ES). Mr. Thomas agreed.

## **Old Business**

### **Committee Reports**

#### **Board of Architects Annual Report**

Mr. Flemming reported that on February 7, 2025, the MD Board Architect's Annual Report's final edits for Ms. Hopkin's biography were completed and forwarded to Ms. Shonaiya, Mr. Thomas, and Mr. Venuti for final review.

Mr. Thomas confirmed. Mr. Edmeades requested that a copy of this report be posted on the website under Resources and that the Annual Report remain on the meeting agenda until it is disseminated.

#### **Pathways to Licensure Forum**

Mr. Dawkins reported that the committee met with Anne Arundel and Montgomery Community Colleges. Both colleges are interested in the MD architecture program. The committee scheduled the forums for Anne Arundel Community College in the spring, April 17th, and Montgomery College in the fall of this year. Ms. Shonaiya, Mr. Sneed, and Mr. Edmeades confirmed their attendance at these events.

#### **Legislative Task Force**

Mr. Edmeades encouraged the Board to review the committee's proposed revisions to the MD Architect's Statute to be discussed during the March Board Meeting. Mr. Venuti presented the report and enumerated the changes made by the committee. A final copy would be distributed to the Board for final review.

#### **Outreach Opportunity**

Ms. Shonaiya reiterated the upcoming AIA Maryland summer event in May 2025, where Maryland's newly licensed architects will be recognized. The Outreach Committee will discuss the preparation for this event.

#### **License Verification Task Force**

Mr. Venuti stated that the license verification task force now has volunteers from each of the design Boards. A notification for the first meeting will be sent in the coming weeks.

Mr. Flemming expressed interest in a regional task force to include NCARB representatives and officials from the District of Columbia's Board of Architects.

#### **NCARB Meetings 2025**

Ms. Shonaiya confirmed the Board's attendance at the NCARB Regional Summit in Philadelphia, Pennsylvania, on February 28 - March 1, 2025, as follows:

Dawkins	No
Polk	No
Flemming	Yes
Lott	Yes
Sneed	Yes
Venuti	No
Thomas	Yes
Edmeades	Yes
Shonaiya	Yes

She also inquired if all board members received the NCARB packet with the proposed resolutions and candidates.

Mr. Edmeades mentioned future NCARB resolutions to be discussed and some candidates to be considered during the FY25 Regional Summit

Ms. Shonaiya asked Mr. Thomas if he could present the jurisdiction report for Maryland at the regional meeting. Mr. Thomas agreed.

## **New Business**

Mr. Sneed alluded to the ARE qualifications for candidates with an Associate's Degree, introducing reduced requirements from 10 years to 8 years of work experience. Mr. Edmeades confirmed that the topic is still under consideration by the Legislative Task Force.

## **Correspondence** (Included in the Executive Director's Report)

## **Executive Director's Report**

Mr. Thomas reported that the final copy of the MD Annual Report for FY 2024 has been presented to the Office of the Commissioner and the Office of the State Secretary for review, if approved it can be disseminated to the Legislative Office.

He also presented NCARB's response to the licensure applicant, Mr. Kalantary, after the review by NCARB ARE 3.0. The Board decided to adhere to its earlier decision not to consider ARE 3.0 exams as applicable to the new ARE criteria. Mr. Thomas agreed to respond to Mr. Kalantary's request with the Board's determination.

## **Board Counsel's Report**

Mr. Venuti announced that no legislation will directly impact the Board of Architects. However, a proposed bill from the Maryland Society of Engineers would affect the exam requirements for Professional Engineers. The PE Board has not taken a position on this proposal thus far.

## **Executive Session**

Motion (IV) was made by Mr. Edmeades, seconded by Mr. Flemming, and unanimously carried by the Board to enter the Executive Session at 12:33 p.m., virtually via [meet.google.com/jzf-hyjn-wcx](https://meet.google.com/jzf-hyjn-wcx) or by Phone (US) +1 470-228-0070 PIN: 831 936 121#. This session was permitted to be closed pursuant to General Provisions Article, Annotated Code of Maryland, §3-305(b)(7) to deliberate about a possible complaint related to 04-AR-23.

Motion (V) was made by Mr. Edmeades, seconded by Mr. Polt, and unanimously carried by the Board to reconvene its public meeting and leave the Executive Session at 12:51 p.m. virtually, via [meet.google.com/jzf-hyjn-wcx](https://meet.google.com/jzf-hyjn-wcx) or by Phone (US) +1 470-228-0070 PIN: 831 936 121#.

## **Adjournment**

There being no further business to discuss, Motion (VI) was made by Mr. Edmeades, seconded by Mr. Dawkins, and unanimously carried by the Board to adjourn the meeting at 12:52 p.m.

The next Board Meeting will be on Wednesday, March 26, 2025, at 11:00 am.

With Corrections       Without Corrections

(Signature on File)  
**Cynthia Shonaiya, Chair**

03/28/2025  
**Date**