



# MARYLAND BOARD OF ARCHITECTS

## MINUTES

**January 23, 2019**

### **PLACE:**

500 N. Calvert Street  
3<sup>rd</sup> Floor Financial Reg. Conference Room  
Baltimore, MD 21202

### **PRESENT:**

Paul Edmeades, Chair  
Gary Ey  
Cynthia Shonaiya  
Kevin Sneed  
Douglas Polt  
Stephanie Hopkins

### **OTHERS PRESENT:**

Joseph Cullingford, Executive Director  
Iris Beasley, Board Administrator  
Milena Trust, Board Counsel  
Jessica Praley, Assistant Attorney General  
Andrew Brouwer, Assistant Attorney General  
Carla Gourdine, Board Administrator  
Frazier West, Professional Licensing Investigator  
John Corkill

### **CALL TO ORDER**

Paul Edmeades called the meeting to order at 10:05 a.m.



## **APPROVAL OF THE MINUTES**

Motion (I) was made by Kevin Sneed, seconded by Gary Ey and unanimously carried to accept the December 14, 2018 meeting with minor changes.

## **COMPLAINT COMMITTEE REPORT**

16-AR-16 On hold awaiting further action  
17-AR-06 Pre-charge review  
18-AR-03 On hold awaiting further action  
18-AR-23 Pre-charge review  
02-AR-19 Pre-charge review  
03-AR-19 Closed  
04-AR-19 Investigating  
05-AR-19 Investigating

Motion (II) was made by Stephanie Hopkins, seconded by Kevin Sneed and unanimously carried to accept the complaint committee report.

## **APPLICATIONS FOR ARCHITECT REGISTRATION EXAMINATION**

The Board unanimously approved 11 ARE candidates with one denial.

Motion (III) was made by Gary Ey, seconded by Cynthia Shonaiya and unanimously carried to accept the 11 ARE candidates with 1 denial.

## **EXECUTIVE SESSION**

Motion (IV) was made by Paul Edmeades, seconded by Gary Ey and unanimously carried by the Board to go into Executive session at 10:10 a.m., 3<sup>rd</sup> Floor Conference room, 500 N. Calvert Street, Baltimore, MD 21220. This session is permitted to be closed pursuant to State Government Article, Title §10-508(a)(7). Upon completion of the session, the Board reconvened its public meeting at 10:15 a.m.

## **OLD BUSINESS**

The Board discussed travel funding for the National Council of Architectural Registration Board (NCARB) Regional Summit. Paul Edmeades, Joseph Cullingford, Gary Ey, and Cynthia Shonaiya will receive funding from NCARB. Magda Westerhout will receive funding from Region 2. Paul Edmeades will contact Region 2 to request additional funding for Douglas Polt and Stephanie Hopkins.

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Paul Edmeades will email the revised NCARB Continuing Education Guidelines to be reviewed by the Board at the February 27, 2019 board meeting.

## **NEW BUSINESS**

Mike Armstrong from NCARB will conduct a conference call with the Milena Trust to discuss incorporating lawyers in assisting Board members' work.

The Board was emailed the final North Carolina Dental Board regulation.

Board members were informed that applications for the NCARB Regional Summit Committees should be submitted by February 28, 2019.

## **CORRESPONDENCE**

There was no correspondence to discuss.

## **EXECUTIVE DIRECTOR'S REPORT**

Steve Long officially retired December 31, 2018 as Executive Director of Professional Boards.

New travel forms will be sent to the Board members for 2019.

## **BOARD COUNSEL'S REPORT**

The Board was advised that there were no public comments to the failure to respond regulation.

Motion (V) was made by Douglas Polt, seconded by Gary Ey and unanimously carried to accept the changes in the failure to respond regulation.

Stephanie Hopkins and Kevin Sneed will receive the reappointment approvals in February.

## **ADJOURNMENT**

There being no further business, motion (VI) was made by Stephanie Hopkins, seconded by Douglas Polt and unanimously carried to adjourn the meeting at 10:40 a.m.

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Paul Edmeades, Chair

Date: \_\_\_\_\_



# MARYLAND BOARD OF ARCHITECTS

## MINUTES

February 27, 2019

### **PLACE:**

500 N. Calvert Street  
3<sup>rd</sup> Floor Financial Reg. Conference Room  
Baltimore, MD 21202

### **PRESENT:**

Paul Edmeades, Chair  
Gary Ey  
Cynthia Shonaiya  
Kevin Sneed  
Douglas Polt  
Stephanie Hopkins  
Magda Westerhout

### **OTHERS PRESENT:**

Joseph Cullingford, Executive Director  
Iris Beasley, Board Administrator  
Milena Trust, Board Counsel  
Jessica Praley, Assistant Attorney General  
Frazier West, Professional Licensing Investigator  
John Corkill

### **CALL TO ORDER**

Paul Edmeades called the meeting to order at 10:05 a.m.



## **APPROVAL OF THE MINUTES**

Motion (I) was made by Cynthia Shonaiya, seconded by Gary Ey and unanimously carried to accept the January 23, 2019 meeting minutes with minor changes.

## **COMPLAINT COMMITTEE REPORT**

16-AR-16 On hold awaiting further action  
17-AR-06 Pre-charge review  
18-AR-03 On hold awaiting further action  
18-AR-23 No change  
02-AR-19 No change  
04-AR-19 Investigating  
05-AR-19 Closed  
06-AR-19 Open State's Attorney Referral  
07-AR-19 Open investigating  
08-AR-19 Open 30-day letter

Motion (II) was made by Stephanie Hopkins, seconded by Magda Westerhout and unanimously carried to accept the complaint committee report.

## **APPLICATIONS FOR ARCHITECT REGISTRATION EXAMINATION**

The Board unanimously approved six ARE candidates with one denial.

Motion (III) was made by Gary Ey, seconded by Cynthia Shonaiya and unanimously carried to accept the six ARE candidates with one denial.

## **OLD BUSINESS**

The Board reviewed the National Council of Architectural Registration Board's (NCARB) continuing education guidelines. They had concerns about several Health Safety and Welfare courses. Magda Westerhout will draft a letter with the Board's concerns and the Board will review the letter at the March 27, 2019 meeting.



## **NEW BUSINESS**

Mike Armstrong from NCARB conducted a conference call with Milena Trust to discuss incorporating lawyers in assisting Board members' work. They discussed having counsel for all six regions play a bigger role within NCARB

Board members were informed that applications for the NCARB Regional Summit Committees should be submitted regulation as soon as possible.

The Board voted to accept the change from Intern Development Program (IDP) to Architectural Experience Program (AXP) on the Architectural Registration Examination (ARE) application.

Motion (IV) was made by Magda Westerhout, seconded by Douglas Polt and unanimously carried to accept the changes to the ARE application.

## **CORRESPONDENCE**

There was no correspondence to discuss.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Joseph Cullingford informed the Board that he needed their justification for state funds for them to attend the upcoming Annual Business Meeting.

Paul Edmeades and Joseph Cullingford will discuss with The American Institute of Architects Baltimore (AIA) the steps in becoming a Maryland architect.

On the March 27, 2019 Board meeting Paul Edmeades, Cynthia Shonaiya, Joseph Cullingford Magda Westerhout and Jessica Praley will discuss a CPC committee to discuss CPC regulations.

## **BOARD COUNSEL'S REPORT**

The was no board counsel report.

## **ADJOURNMENT**

There being no further business, motion (V) was made by Gary Ey, seconded by Stephanie Hopkins and unanimously carried to adjourn the meeting at 11:45 a.m.

\_\_\_\_\_  
Paul Edmeades, Chair

Date: \_\_\_\_\_

March 27, 2019

## AGENDA

**TO:** BOARD OF ARCHITECTS - BOARD MEMBERS

**FROM:** Iris Beasley, Board Administrator

**CC:** Joseph Cullingford, Executive Director  
Victoria Wilkins, Commissioner  
Jessica Praley, Board Counsel

**RE:** Board of Architects Meeting  
Wednesday, March 27, 10:00 a.m.  
500 N. Calvert Street  
3<sup>rd</sup> Floor Conference Room  
Baltimore, Maryland 21202

### AGENDA:

1. Call to Order
2. Approval of the Minutes of the February 27, 2019 Board Meeting
3. Complaint Committee Report
4. Review of Applications
5. Old Business
6. New Business  
NCARB Business meeting  
Regional Meeting Report
7. Correspondence
8. Executive Director's Report
9. Board Counsel's Report
10. Adjourn

Please notify Iris Beasley at 410-230-6261 if you are unable to attend.

**\*\*\* Please silence your cell phones before entering the Board room. \*\*\***

**\*\*\* A PORTION OF THIS MEETING MAY BE CLOSED PURSUANT TO GENERAL PROVISIONS ARTICLE, ANNOTATED CODE OF MARYLAND, §3-305 (b) \*\*\***



# MARYLAND BOARD OF ARCHITECTS

## MINUTES

March 27, 2019

### **PLACE:**

500 N. Calvert Street  
3<sup>rd</sup> Floor Financial Reg. Conference Room  
Baltimore, MD 21202

### **PRESENT:**

Paul Edmeades, Chair  
Gary Ey  
Kevin Sneed  
Douglas Polt  
Stephanie Hopkins  
Magda Westerhout

### **OTHERS PRESENT:**

Joseph Cullingford, Executive Director  
Iris Beasley, Board Administrator  
Jessica Praley, Board Counsel  
Frazier West, Professional Licensing Investigator  
John Corkill

### **CALL TO ORDER**

Paul Edmeades called the meeting to order at 10:15 a.m.





## **APPROVAL OF THE MINUTES**

Motion (I) was made by Kevin Sneed, seconded by Stephanie Hopkins and unanimously carried to accept the February 27, 2019 meeting minutes with minor changes.

## **COMPLAINT COMMITTEE REPORT**

16-AR-16 Closed warrant  
C05CR18000244  
17-AR-06 No- Change  
18-AR-03 Closed criminal court  
18-AR-23 No change  
02-AR-19 No change  
04-AR-19 Investigating  
06-AR-19 Pre- criminal charges  
07-AR-19 Letter sent  
09-AR-19 Waiting response  
08-AR-19 Waiting response  
09-AR-19 Investigating

Motion (II) was made by Stephanie Hopkins, seconded by Magda Westerhout and unanimously carried to accept the complaint committee report.

## **APPLICATIONS FOR ARCHITECT REGISTRATION EXAMINATION**

The Board unanimously approved six ARE candidates with two denials.

Motion (III) was made by Stephanie Hopkins, seconded by Magda Westerhout and unanimously carried to accept the six ARE candidates with two denials.

## **OLD BUSINESS**

There was no Old Business.



## **NEW BUSINESS**

Joseph Cullingford informed the Board about workshops he attended at the National Council of Architectural Registration Board Regional Summit (NCARB). Board members also discussed breakout meetings they attended at the summit addressing issues that needed to be addressed by NCARB.

Region Two NCARB elected new officers Paul Edmeads was re-elected as Regions Two Regional Director.

The NCARB Region Two Summit also discussed revising the language for funding request.

The next NCARB Symposium will be held at University of Virginia in 2020.

Joseph Cullingford informed the Board that members who plans to attend the NCARB 2019 Centennial Annual Business Meeting needs to make request now. Paul Edmeades will supply a list of those who already have funding.

Region Two will be addressing renaming language which can request exact funding for Board members and staff to attend NCARB events.

## **CORRESPONDENCE**

There was no correspondence to discuss.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Joseph Cullingford informed the Board that the Architectural Registration Examination (ARE) application will be updated and a draft sent out to the Board next month.

The NCARB disciplinary database has been updated for Maryland.

Interviews will begin 3/28/2019 for a new Assistant Executive Director for Professional Boards.

## **BOARD COUNSEL'S REPORT**

The change from Intern Development Program (IDP) to Architectural Experience Program (AXP) on the Architectural Registration Examination (ARE) application has been presented to the Register and should be finalized in May 2019.

House Bill 60 will change the name of the Department of Labor, Licensing and Regulation to the Department of Labor.



## ADJOURNMENT

There being no further business, motion (IV) was made by Magda Westerhout, seconded by Gary Ey and unanimously carried to adjourn the meeting at 10:55 a.m.

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Paul Edmeades, Chair

Date: \_\_\_\_\_