

**Maryland Board of Architects  
Business Meeting Minutes**

**DATE:** March 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:** Paul Edmeades, Chair Pro Tem  
Mark Flemming, Architect  
Douglas Polt, Architect  
Casey Dawkins, Consumer Member  
Gretel Lott, Consumer Member

**MEMBERS ABSENT:** Cynthia Shonaiya, Chair  
Kevin Sneed, Architect

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

**Call to Order**

Paul Edmeades, Chair Pro Tem, called the Business Meeting of the Maryland Board of Architects to order at 11:05 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 February 26, 2025. Motion (I) was made by Ms. Lott, seconded by Mr. Dawkins, 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:

**04-AR-23** - Closed. Evidence was forwarded to the State's Attorney.

**03-AR-25** - Forwarded to OAH to send the notice.

**05-AR-25** - Opened and a letter will be sent to the respondent.

**06-AR-25** - Opened and is awaiting a response.

**07-AR-25** - Opened and is awaiting a response.

**08-AR-25** - Closed, returned to the Home Improvement Commission for a possible violation.

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 **eight (8)** A.R.E. applications administratively approved:

**BANAZADEH, Maryam**  
**COSBY, Gerard Lynneil**  
**HAGEN, Alexander**  
**HARRIS, Leslie**

**JUDSON, Emily**  
**KADERABEK, Katherine**  
**MASSAY, Marc**  
**SWATKO, Gary James**

There were **nine (9)** ARE applications approved by the Board:

**ABHYANKAR, Mamta**  
**AKALU, Meaza**  
**BEYLO, Peter Walter**  
**CAMPBELL, Shannon**  
**PUNG, Kurtis**

**KAUFFMAN, Cody**  
**MINTO, Celina**  
**PARSONS, Matthew**  
**PROCELLI, David Matthew**

**Applications for Reciprocity** - There was **one (1)** reciprocal application approved.

**COUTURE, Michelle**

Motion (III) was made by Mr. Flemming, seconded by Mr. Polt, and unanimously carried by the Board to approve **seventeen (17)** A.R.E. applications and **one (1)** reciprocal application with **one (1)** pending candidate (**HK**) for reciprocity due to a lack of work history.

Mr. Edmeades followed up with Mr. Thomas on the reciprocal application for candidate **ES**, which was pending at the last meeting due to a lack of exam verification. Mr. Thomas informed the Board that candidate ES was administratively approved. The State of California provided a license verification where it demonstrated that the applicant completed the exam through NCARB and obtained an initial license. Candidate ES switched reciprocal application from New York to California.

Motion (IV) was made by Mr. Polt, seconded by Ms. Lott, and unanimously carried by the Board to approve candidate ES for a reciprocal license.

## **Old Business**

### **Committee Reports**

#### **Board of Architects Annual Report FY 2024**

Mr. Flemming reported that as discussed at the February 26, 2025 meeting, the report has been completed and would remain on the agenda once a copy had been disseminated. He followed up with Mr. Thomas on the update.

Mr. Thomas confirmed that a copy has been posted on the Board's website and was forwarded to the State Office of the Secretary for distribution by public relations.

Mr. Flemming asked Mr. Edmeades if the succeeding Annual Reports could be administratively reported since the document has been formatted. Mr. Thomas agreed that the Annual Report could be updated and submitted administratively following each fiscal year for the Board's approval.

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

Mr. Dawkins confirmed that planning for the Licensure Forum is moving forward. There is an upcoming meeting next week to finalize the forum scheduled for Anne Arundel Community College on April 17th. Mr. Dawkins left the meeting at 11:33 am after his report.

#### **Legislative Task Force**

Mr. Venuti presented the updated copy of the proposed changes with Maryland Law and Regulations for the 2026 Legislative Session. The Board decided to review this report at the next scheduled meeting.

#### **Outreach Opportunity**

Mr. Polt updated the Board on communication the committee had with AIA Maryland. An updated list of Maryland licensees up to April 30th will be forwarded to that AIA chapter.

The event is tentatively scheduled for May 8, 2025, 6:00 - 9:00 pm at the Crowne Plaza Hotel in Annapolis, Maryland. The Board will be notified of any changes to this schedule.

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

Mr. Venuti reported that the committee did not meet. He announced that the OAG office hired legal interns who would be able to help the Task Force committee in the summertime.

Mr. Flemming stated that fraudulent activities were not only within the Architects Board but also across the design boards. He suggested acquiring the terms of reference from Mr. Thomas before meeting with the Task Force.

He mentioned that a copy sent by Mr. Sneed has been forwarded to the Board members for reference on how DC building officials handle these kinds of activities.

As discussed with Mr. Thomas, he said engaging with code officials would be helpful to move forward and have references, especially in counties with bulk activities.

### **NCARB Meetings 2025**

Ms. Lott excused herself from the board meeting at 11:50 am. Mr. Edmeades noted that the Board no longer has a quorum.

Mr. Flemming suggested to place NCARB discussion at the latter part of the meeting, should the quorum be at risk. Mr. Edmeades agreed and suggested discussing the NCARB Annual Business Meeting resolutions at the next meeting.

Mr. Edmeades confirmed the Board's attendance at the NCARB Annual Business Meeting on June 19-21, 2025, in Scottsdale, Arizona as follows:

Polt	Yes
Flemming	Yes, if his attendance is necessary
Venuti	Yes
Thomas	Yes
Edmeades	Yes
Lott	For confirmation
Dawkins	For confirmation
Shonaiya	For confirmation
Sneed	For confirmation

### **New Business - None**

### **Correspondence - None**

### **Executive Director's Report**

He reported that he had scheduled a meeting with Washington, DC Department of Buildings to discuss best practices in verifying licensures electronically. Any updates will be shared with the Board at the next meeting.

### **Board Counsel's Report**

Mr. Venuti announced that April 7, 2024, is the end of the Legislative Session. No proposed legislative bill is anticipated to directly impact the Board of Architects. One Bill introduced by the Maryland Society of Professional Engineers would affect Professional Engineers license candidates. He also confirmed that a response letter was sent to the Town of Cottage City, Maryland.

### **Adjournment**

There being no further business to discuss, Motion (V) was made by Mr. Polt, seconded by Mr. Flemming, and unanimously carried by the Board to adjourn the meeting at 11:58 a.m.

The next Board Meeting will be on Wednesday, April 23, 2025, at 11:00 am.

  X   With Corrections             Without Corrections

                    (Signature on File)                      
**Paul Edmeades, Chair Pro Tem**

                    04/23/2025                      
**Date**