

---

## Maryland Board of Architects Business Meeting Minutes

<b>DATE:</b>	October 25, 2023
<b>TIME:</b>	11:00 AM
<b>LOCATION:</b>	1100 North Eutaw Street 5th Floor Conference Room Baltimore, MD 21201
<b>Video conferencing via:</b> <b>By Phone:</b>	<a href="https://meet.google.com/byw-mkbj-vad">meet.google.com/byw-mkbj-vad</a> <b>(US) +1 234-719-3728 PIN: 756 731 100#</b>
<b>MEMBERS PRESENT:</b>	Paul Edmeades, Chair Cynthia Shonaiya, Vice Chair Kevin Sneed, Architect Casey Dawkins, Consumer Member Douglas Polt, Architect Stephanie Hopkins, Consumer Member
<b>MEMBERS ABSENT:</b>	Mark Flemming, Architect
<b>STAFF PRESENT:</b>	Zevi Thomas, Executive Director Matthew Venuti, Board Counsel Noraida Lozano, Board Administrator
<b>OTHERS PRESENT:</b>	John Corkill, Architect

### Call to Order

Paul Edmeades, Chair, called the Business Meeting of the Maryland Board of Architects to order at 11:05 a.m., virtually via [meet.google.com/byw-mkbj-vad](https://meet.google.com/byw-mkbj-vad), (US) +1 234-719-3728 PIN: 756 731 100#.

### Approval of Minutes

The members reviewed the minutes of the Business Meeting held on September 27, 2023. Motion (I) was made by Mr. Polt, seconded by Mr. Sneed, and unanimously carried by the Board to approve the minutes with corrections.

## Complaint Committee Report

Ms. Shonaiya presented the following report on behalf of the Complaint Committee:

**03-AR-23 - No change**

**04-AR-23 - Hearing scheduled for November 6, 2023**

**05-AR-23 - No Change**

**01-AR-24 - Pre-charge**

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

## Review of Applications

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

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

There were **four (4)** A.R.E. applications administratively approved:

**BAPAT, Akshay**

**LI, Jiayong**

**HOLMES, Micah**

**UFUA, Kevin**

There were **six (6)** A.R.E applications approved by the Board:

**ANDERSON, Lauren Marie**

**BROWN, Franklin**

**HABIB, Jamshid**

**KAPLAN, Ian**

**REITZAMMER, Kelly Ann**

**SCOTT, Brady**

### Applications for Reciprocity

There were **two (2)** reciprocal applications approved by the Board:

**CASEY, Heather**

**ROEDER, Bradley David**

During the review of applications, the Board agreed that "unbound cover" (non-NAAB ARE) applicants who are transferring grades from another jurisdiction can be administratively approved as suggested by Mr. Thomas.

Motion (III) was made by Mr. Sneed, seconded by Ms. Shonaiya, and unanimously carried to approve by Board **ten (10)** A.R.E. applications and **two (2)** reciprocities with **two (2)** ARE pending applications due to incomplete ERC forms.

### **CPC Committee Report**

Mr. Thomas requested clarification on the denial of a CPC provider application the previous month. Mr. Thomas explained that this particular provider is a professional association/society comparable to the services provided by the American Institute of Architects (AIA). Mr. Venuti advised the Board that they may deny the CPC provider application but should not recommend the applicant to seek approval from the AIA, to which the Board agreed.

### **Old Business**

### **Committee Reports**

#### **DEI**

Chair Edmeades mentioned that the committee would meet before the next board meeting.

### **Board Responsibilities to MD**

Chair Edmeades suggested discussing the report at the next meeting.

### **Code Officials**

Chair Edmeades reported that the Code Official's Handbook had already been reviewed by Mr. Venuti. He would send it to the Board and share it with other Design Boards Chairs.

### **Strategic Plan**

Chair Edmeades explained the Region VI Strategic Plan and believes that similar guidelines could be helpful to the Board. Ms. Shonaiya asked to clarify if a Strategic Plan is required by the Board or by the NCARB Regional Board. Chair Edmeades agreed and he would include it in the Agenda for NCARB Region II meeting in November.

### **New Business**

Chair Edmeades informed the Board of the proposed increase in the licensing fees for architects which was enumerated by Mr. Thomas.

	<b><u>From:</u></b>	<b><u>To</u></b>
<b>(1) License fee</b>	<b>\$ 76</b>	<b>\$ 86</b>
<b>(2) Permit fee</b>	<b>\$100</b>	<b>\$112</b>
<b>(3) An application for permit</b>	<b>\$ 35</b>	<b>\$ 39</b>
<b>(4) An application for license by reciprocity</b>	<b>\$ 50</b>	<b>\$ 56</b>
<b>(5) Reinstatement fee</b>	<b>\$100</b>	<b>\$112</b>
<b>(6) Retired Status</b>	<b>\$ 50</b>	<b>\$ 56</b>

Mr. Thomas stated that the cost of fees increased by 12% and was discussed with Commissioner Dove. He stated that the increase is not only for the Architects Board but across the Design Boards. He also explained the process of how to get these changes implemented.

Chair Edmeades also stated that when NCARB increases their fees the Board agrees as the Board doesn't have control over NCARB's fee structure.

Motion (IV) was made by Mr. Polt, seconded by Ms. Sneed, and unanimously carried to approve by the Board the proposed increase of license fees as mentioned by Mr. Thomas.

**Correspondence - NONE**

**Executive Director's Report**

Mr. Thomas stated that his report includes the license fee structure which was already discussed under new business.

He also reported that the Code Officials handbook has been discussed with the other design boards but didn't get any confirmation yet on when they would submit the report.

**Board Counsel's Report - NONE**

**Executive Session - NONE**

**Adjournment**

There being no further business to discuss, Motion (V) was made by Ms. Hopkins, seconded by Mr. Polt, and unanimously carried out by the Board to adjourn the meeting at 12:21 p.m.

The next Board Meeting will be on December 13, 2023, Wednesday at 11:00 am

X With Corrections      \_\_\_\_\_ Without Corrections

  
Signature on File

**Paul Edmeades, Chair**

December 15, 2023

**Date**