
**Maryland Board of Architects
Business Meeting Minutes**

DATE:	October 23, 2024
TIME:	11:00 AM
LOCATION:	1100 North Eutaw Street 5th Floor Conference Room Baltimore, MD 21201
Video conferencing via:	meet.google.com/byw-mkbj-vad
By Phone:	(US) +1 234-719-3728 PIN: 756 731 100#
MEMBERS PRESENT:	Cynthia Shonaiya, Chair Paul Edmeades, Architect Kevin Sneed, Architect Mark Flemming, Architect Douglas Polt, Architect Casey Dawkins, Consumer Member
MEMBERS ABSENT:	Gretel Lott, Consumer Member
STAFF PRESENT:	Zevi Thomas, Executive Director Matthew Venuti, Board Counsel Noraida Lozano, Board Administrator
OTHERS PRESENT:	John Corkill

Call to Order

Cynthia Shonaiya, Chair, called the Business Meeting of the Maryland Board of Architects to order at 11:01 a.m., virtually via 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 25, 2024. Motion (I) was made by Mr. Flemming, seconded by Mr. Edmeades, and unanimously carried by the Board to

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approve the minutes with corrections.

Complaint Committee Report

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

02-AR-25 - Correspondence was issued to the respondent.

03-AR-25 - Requested the referral documents from the Maryland Home Improvement Commission (MHIC).

02-AR-24 - A hearing was rescheduled with the Office of Administrative Hearings (OAH).

04-AR-24 - A final order to be issued by the Board Counsel.

Motion (II) was made by Mr. Polt, seconded by Mr. Edmeades, 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 **five (5)** A.R.E. applications administratively approved:

BARRIOS, Michael
CARBONE, Elizabeth
COTA, Bailee
LECOFFRE, Victor
TANRIKULU, Dilek

The Board approved **four (4)** ARE applications:

BORUMAND, Narges Asgari
CANALES, Walter Villatoro
LIGORRIA, Luis Pedro
SAUNDERS, Adrian

As suggested by Mr. Edmeades, the Board agreed to grant one candidate the minimum work experience required after factoring in the candidate 2 master's degrees in related design professions.

Motion (III) was made by Mr. Edmeades, seconded by Mr. Sneed, and unanimously carried by the Board to approve **nine (9)** A.R.E. applications. No reciprocity application was submitted.

Old Business

Committee Reports

Board of Architects Annual Report

Mr. Flemming submitted the report to Ms. Shonaiya, Mr. Edmeades, and Mr. Thomas for their review and comments. Mr. Flemming will send a meeting invite to Ms. Shonaiya, Mr. Edmeades, Mr. Thomas, and Mr. Venuti to finalize the report before the next board meeting in December.

DEI (Diversity, Equity, and Inclusion) Forum

Mr. Dawkins reported that the DEI Forum was held on October 10, 2024, at the University of Maryland School of Architecture, and Planning was well-attended. Approximately 40 people attended this event. He mentioned that some of the AIA representatives and the faculty of the University of Maryland were invited to speak during the event.

Mr. Dawkins agreed with Ms. Shonaiya that next year the committee may consider including local community colleges with architecture curricula, such as Anne Arundel and Montgomery County. Mr. Sneed interjected that he might have a point of contact at Anne Arundel Community College.

Legislative Task Force

Mr. Edmeades said the legislative committee had a meeting and is scheduled to meet again on November 18, 2023. Updates will follow at the December 11th Board meeting.

Outreach Opportunity

Mr. Polt gave an update on the Outreach Opportunities honoring the newly licensed architects in Maryland through the AIA events which will start at the end of this year. Ms. Shonaiya encouraged Board members to attend at least one of the following scheduled events:

December 5, 2024 - AIA Baltimore - End of Year party (Date to be confirmed)

December 10, 2024 - AIA Potomac Valley - End of Year Party at The Pearl in Silver Spring, MD.

December 11, 2024 - AIA Chesapeake Bay - End of year Party at Pella Windows Annapolis, MD.

June 17, 2025 - AIA Maryland 2025 Summer Event at the Graduate Hotel Annapolis, MD.

Mr. Sneed confirmed his attendance on December 10th at the AIA Potomac Valley. The Board also discussed the likely tokens the board could present to the licensees at the above-mentioned events. Ms. Shonaiya suggested continuing the discussion about the giveaways at the next meeting.

New Business

Mr. Flemming alluded to the fraudulent use of credentials across the design Boards. He asked for some guidance from the Board on how to help curb this issue. Mr. Edmeades stated that if the Code Officials Handbook could be disseminated to each Code official it could be helpful.

Mr. Sneed mentioned that Washington DC has a notification system to alert architects when a project has been submitted with your registration number in that jurisdiction. This helps minimize the misuse or fraudulent use of an architect's registration and seal. Mr. Dawkins agreed with the proposal

about the Code Officials Handbook and the DC process and suggested also getting NCARB involved in this matter. Ms. Shonaiya recommended including this topic in the Legislative Committee to be discussed at the next meeting.

Ms. Shonaiya shared with the Board the topic of discussion at the last NCARB Member Board Chairs and Executives Leadership Summit held in Fargo, North Dakota on October 17 – 20, 2024, which focused on new competency standards for architects. Ms. Shonaiya advised visiting NCARB website for more information.

Correspondence

Mr. Edmeades followed up on the pending correspondence from Ms. Palermo about the Firm Permit. Mr. Thomas stated that this matter was already addressed with the interested parties. He also reminded Mr. Edmeades that this topic (reference §3-404(b)(3) has been forwarded to the Legislative Committee for further discussion. Mr. Edmeades agreed and stated it is already included in their agenda.

Executive Director's Report

Mr. Thomas announced that he was invited by NCARB representatives to the Annual NOMA (National Organization of Minority Architects) Conference and Exposition, in Baltimore at the Marriott Waterfront Hotel from October 23–27, 2024. He and Mr. Sneed confirmed their attendance at this event.

Board Counsel's Report

Mr. Venuti mentioned that the Board Hearing draft for 04-AR-23 last August 28, 2024, is being finalized for the Board's approval. He said the draft would be ready early next week and the deadline would be November 26, 2024.

He reported that no Design Board has proposed legislative action for this year. He also explained the Agency process as it pertains to the upcoming General Assembly.

Adjournment

There being no further business to discuss, Motion (IV) was made by Mr. Sneed, seconded by Mr. Polt, and unanimously carried by the Board to adjourn the meeting at 12:02 p.m.

The next Board Meeting will be on Wednesday, December 11, 2024, at 11:00 am.

_____ With Corrections X Without Corrections

(Signature on File)

Cynthia Shonaiya, Chair

12/11/2024

Date