

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS  
AND INTERIOR DESIGNERS  
BOARD MEETING MINUTES  
September 15, 2015**

**MEMBERS PRESENT:**

Janet Hansen, Chair  
William Bisson  
Lori LaRochelle  
Cinderella Norris

**OTHERS PRESENT:**

Karen Bivins, Administrator  
Catherine Pendergast, Licensing Supervisor  
Kim Baker, Licensing Clerk  
Debbie Fales, Licensing Clerk  
Robert Perkins, AAG

**MEMBERS ABSENT:**

Terrence DeWan, Vice-Chair  
R. Michael Pullen

**CALL TO ORDER**

The meeting was called to order by Chair Janet Hansen 9:19 a.m.

**OLD BUSINESS**

Action on Minutes of March 17, 2015 Meeting

A motion was made by Bisson and seconded by LaRochelle to approve the minutes of the March 17, 2015 meeting. Unanimous.

**NEW BUSINESS**

Administrator's Report

The administrator reported that draft language to update the Board's statute has been submitted to the Governor's office for approval.

The Board discussed current Board policy regarding processing of disciplinary and criminal disclosures. A motion was made by LaRochelle and seconded by Norris to delegate authority to staff to issue a letter of guidance without further review by the Board when a disclosure is not made within ten days as required by statute. The letter of guidance shall remain in the file for two years. Unanimous.

The Board discussed the need to review and update the statute regarding use of an electronic seal. The administrator will consult with the Board of Engineers regarding possible language.

Complaint Officer's Report

No Report.

Application Report

The Board reviewed staff's report of applications processed since March 2015. A motion was made by Norris and seconded by LaRochelle to accept the doctoral degree in architecture as equivalent a NAAB professional degree as submitted by Steven Van Dessel, but to require that he successfully complete the current Architectural Registration Exam (ARE) administered by NCARB.

## Correspondence

The Board discussed the following NCARB initiatives and directed staff to review implications of issues addressed and to pursue legislative and rulemaking changes as necessary:

1. NCARB IDP Experience Portfolio Documentation Method

A motion was made by LaRoche and seconded by Bisson to support NCARB's Experience Portfolio Documentation Method. Unanimous.

2. NCARB Pre-Graduation Access to ARE\_Integrated Path
3. NCARB Press Release Re: Accepted Schools for Integrated Path
4. NCARB Member Board Engagement Update
5. Implementing CLARB's New Exam Eligibility Standard
6. CLARB Region I Summary

## **OTHER BUSINESS**

### Out-of-State Travel Requests

A motion was made by Bisson and seconded by Norris to approve the following travel requests:

National Council of Interior Design Qualification (NCIDQ) Annual Meeting in Atlanta, GA, November 13 & 14, 2015;

New England Council of Architectural Registration Boards (NECARB) Annual Meeting in New Haven, CT, October 24, 2015.

Unanimous.

### Next Meeting Scheduled for November 17, 2015

## **ADJOURN**

Being no further business, the meeting adjourned at 10:26 a.m.