

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND INTERIOR DESIGNERS
BOARD MEETING MINUTES
January 20, 2026**

MEMBERS PRESENT:

Cinderella Norris, Chair
Mark Johnson, Vice Chair
Kristen Damuth

STAFF PRESENT:

Catherine Pendergast, Administrator
John Belisle, AAG
Heidi Lincoln, Office Specialist I
Shara Chesley, Office Specialist I

MEMBERS ABSENT:

R. Michael Pullen, Complaint Officer

Location: 76 Northern Avenue, Gardiner

Start: 9:01 a.m.

Adjourn: 10:15 a.m.

CALL TO ORDER

The meeting was called to order by Chair Norris at 9:01 a.m.

AGENDA MODIFICATIONS

None

INTRODUCTION AND OPOR UPDATE

- Penny Vaillancourt, OPOR Director, provided information on development of an OPOR strategic plan and open board member seats.

MINUTES REVIEW AND APPROVAL

- A motion was made by Johnson and seconded by Norris to approve the minutes for the meeting on November 18, 2025, as presented. Unanimous.

ELECTION OF OFFICERS

- A motion was made by Johnson and seconded by Norris to continue with the current slate of officers: Cinderella Norris, Chair; Mark Johnson, Vice Chair; and R. Michael Pullen, Complaint Officer. Unanimous.

OUT-OF-STATE TRAVEL REQUEST

- A motion was made by Johnson and seconded by Damuth to approve the travel request for Board Member Damuth and Administrator Catherine Pendergast to attend the NCARB MBE Workshop & Regional Summit in Oklahoma City, OK on March 19-21, 2026. Unanimous

RULE MAKING

- A motion was made by Norris and seconded by Damuth to initiate the APA rulemaking process and put proposed rule Chapter 19: Continuing Education – Architects out for public comment. Unanimous.

ADMINISTRATOR'S REPORT

- Administrator Pendergast and the Board discussed a Sample Limited Delegation of Authority to Offer Consent Agreement Resolving Complaints Involving Continuing Education Audits. The Board directed staff to draft a limited delegation including sanctions of a Warning, \$100 civil penalty and completion of outstanding continuing education for review at the next meeting.

PUBLIC COMMENT

None.

MEETING SCHEDULE

- The next meeting is currently scheduled for March 17, 2026.

ADJOURN

A motion was made by Norris and seconded by Johnson to adjourn. Unanimous.

Being no further business, the meeting was adjourned at 10:15 a.m.

DRAFT