

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS  
AND INTERIOR DESIGNERS  
BOARD MEETING MINUTES  
May 20, 2025**

**MEMBERS PRESENT:**

Cinderella Norris, Chair  
R. Michael Pullen, Complaint Officer  
Mark Johnson  
Kristen Damuth

**MEMBERS ABSENT:** None

**STAFF PRESENT:**

Catherine Pendergast, Administrator  
John Belisle, AAG  
Jazmyne Marks, Licensing Supervisor  
Heidi Lincoln, Office Specialist I  
Shara Chesley, Office Specialist I

**Location:** 76 Northern Avenue, Gardiner

**Start:** 9:03 a.m.

**Adjourn:** 10:48 a.m.

**CALL TO ORDER**

The meeting was called to order by Chair Norris at 9:03 a.m.

**AGENDA MODIFICATIONS**

None

**MINUTES REVIEW AND APPROVAL**

A motion was made by Pullen and seconded by Johnson to approve the minutes for the meeting on January 21, 2025, as presented. Unanimous.

**COMPLAINTS**

2025-ARC-20546 – A motion was made by Norris and seconded by Johnson to set the matter for hearing and offer a consent agreement for violations of Chapter 17 Sections 4 (1) and (2). Sanction to include a reprimand; civil penalty of \$1,500 for each violation to be paid within 60 days of the final executed agreement; and no fewer than 30 hours of continuing education in the subject matter of professional practice, project management and site analysis & design approved in advance by the complaint officer and completed within 6 months. Norris, Johnson, and Damuth voted in the affirmative. Pullen abstained. Motion Carried.

**UPDATE ON NECARB REGIONAL SUMMIT**

Board Member Damuth, who attended the Regional Summit in February 2025, provided the Board with a summary of the NECARB Regional Summit she attended in Philadelphia, PA February 27-March 1, 2025.

**TRAVEL REQUEST**

- A motion was made by Pullen and seconded by Damuth for Board Member Johnson to attend the 2025 CLARB Annual Meeting in Lexington, Kentucky on September 18-20. Unanimous.
- No Board Members are planning to attend the NCARB Annual Meeting in Scottsdale, Arizona on June 19-21, 2025.

**ADMINISTRATOR'S REPORT**

- A Motion was made by Norris and seconded by Johnson to appoint Damuth as the NCARB voting delegate. Unanimous.
- A motion was made by Pullen and seconded by Johnson to renew the Limited Delegation of Authority for Failing to Report Convictions and/or Discipline within 10 days. Unanimous.
- Seal Fraud – The administrator discussed seal fraud with the Board.
- LD 1393 – The administrator discussed a proposed bill that would require continuing education credits for architect license renewal and that the Board would have to create rules for the new requirement if the bill passes.

**PUBLIC COMMENT**

None.

**MEETING SCHEDULE**

The next meeting is currently scheduled for July 15, 2025.

**ADJOURN**

A motion was made by Damuth and seconded by Pullen to adjourn. Unanimous.

Being no further business, the meeting was adjourned at 10:48 a.m.

DRAFT