

**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

STAFF PRESENT:

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

MEMBERS ABSENT: None

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