

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND INTERIOR DESIGNERS
BOARD MEETING MINUTES
November 18, 2025**

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Cinderella Norris, Chair

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: 9:02 a.m.

Adjourn: 11:09 a.m.

CALL TO ORDER

The meeting was called to order by Vice Chair Johnson at 9:02 a.m.

AGENDA MODIFICATIONS

None

MINUTES REVIEW AND APPROVAL

- A motion was made by Pullen and seconded by Damuth to approve the minutes for the meeting on May 20, 2025, as presented. Unanimous.

COMPLAINTS

- 2025-ARC-20808 – A motion was made by Damuth 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 3 months. Johnson and Damuth voted in the affirmative. Pullen abstained. Motion Carried.
- A motion was made by Johnson and seconded by Damuth to combine the consent agreement for 2025-ARC-20808 with the consent agreement for 2025-ARC-20546 with the understanding that the 30 hours of continuing education need only be taken once. Johnson and Damuth voted in the affirmative. Pullen abstained. Motion carried.

RULE MAKING

- The Board discussed proposed new Chapter 19: Continuing Education – Architects.

ADMINISTRATOR’S REPORT

- A motion was made by Damuth and seconded by Pullen to appoint Johnson as the CLARB voting delegate. Unanimous.
- Board Member Johnson, who attended the CLARB Annual Meeting 2025, in Lexington, Kentucky on September 18-20 provided the Board with a summary of the CLARB Annual Meeting.

PUBLIC COMMENT

None.

MEETING SCHEDULE

- The next meeting is currently scheduled for January 20, 2026.

ADJOURN

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

Being no further business, the meeting was adjourned at 11:09 a.m.

DRAFT