

**BOARD OF LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS  
AND INTERIOR DESIGNERS  
BOARD MEETING MINUTES  
September 20, 2022**

**MEMBERS PRESENT:**

Terrence DeWan, Chair  
Lori Larochele  
William Bisson  
R. Michael Pullen, Complaint Officer

**STAFF PRESENT:**

Catherine Pendergast, Administrator  
Samantha Morgan, AAG  
Misty Robinson, Office Specialist I  
Elizabeth Moulton, Office Specialist I

**MEMBERS ABSENT:**

Cinderella Norris

**Location: Virtual Meeting Via Zoom**

**Start: 9:06 a.m.**

**Adjourn: 11:02 a.m.**

**CALL TO ORDER**

The meeting was called to order by Chair DeWan at 9:06 a.m.

**AGENDA MODIFICATIONS**

None

**MINUTES REVIEW AND APPROVAL**

A motion was made by Pullen and seconded by Bisson to approve the minutes of the July 19, 2022 meeting as presented. Unanimous

**COMPLAINT PRESENTATIONS**

None

**APPLICATION REPORTS**

The board reviewed the June 2022 and July 2022 monthly reports.

**ADMINISTRATOR'S REPORT**

- A. Rule Review - The Board discussed the proposed changes to Board Rules. The Board requested additional information concerning CLARB's definition of "direct supervision."
- B. Renewal Application Issue (VPD) – A motion was made by LaRochele and seconded by Pullen to issue a letter of guidance and process the renewal application. The letter is to remain in the file for five years. Unanimous.
- C. Additional project information requested by the Board at the July 19, 2022 meeting – The Board reviewed the additional project information that was received. No action was taken.
- D. Remote Participation Policy – The administrator discussed with the Board the current Remote Participation Policy. No action was taken.

**PUBLIC COMMENT**

None.

**MEETING SCHEDULE**

The next meeting is currently scheduled for November 15, 2022.

**ADJOURN**

A motion was made by Bisson and seconded by LaRochele to adjourn. Unanimous.  
Being no further business, the meeting was adjourned at 11:02 a.m.