

**MINUTES  
MARYLAND BOARD OF ARCHITECTS**

**DATE** October 23, 2019

**PLACE:** 500 N. Calvert Street  
3rd Floor Financial Regulation Conference Room  
Baltimore, MD 21202

**PRESENT:** Paul Edmeades, Chair  
Cynthia Shonaiya, Vice Chair  
Kevin Sneed, Architect  
Douglas Polt, Architect  
Stephanie Hopkins, Consumer Member

**ABSENT** Magda Westerhout,  
Gary Ey, Consumer Member

**OTHERS PRESENT:** Joseph H. Cullingford, Executive Director  
Rory Wise Sr., Assistant Executive Director  
Andrew J. Brouwer, Assistant Attorney General  
Iris Beasley, Board Administrator  
Frazier West, Investigator  
John Corkill, AIA

**CALL TO ORDER:**

Paul Edmeades, Chair, called the meeting to order at 10:20 a.m.

**APPROVAL OF THE MINUTES**

Motion (I) was made by Kevin Sneed, seconded by Stephanie Hopkins and unanimously carried to approve the September 25, 2019 meeting minutes, with changes. Paul Edmeades called for the meeting to give a minute of silence to honor U.S. Representative Elijah Cummings.

**COMPLAINT COMMITTEE REPORT**

The Complaint Committee reported on the status of the following complaints:

18-AR-23	Investigating
02-AR-19	Awaiting judge's disposition
10-AR-19	Charges have been filed in Howard County
12-AR-19	Waiting for the Board's decision
13-AR-19	Postponed new trial date December 16, 2019

Motion (II) was made by Stephanie Hopkins, seconded by Douglas Polt, and unanimously carried to accept the report of the Complaint Committee.

**APPLICATIONS FOR ARCHITECTURAL REGISTRATION EXAM (ARE)**

The Board approved the following applications for the Architectural Registration Examination:

Ryan Mattimoe  
Paul Rogers  
Jessica Dancer  
Juan Villagrana  
Jake Miller

The Board is still reviewing one candidate for the reciprocity.

Motion (III) was made by Stephanie Hopkins, seconded by Douglas Polt and unanimously carried to approve five applicants.

**OLD BUSINESS**

The Board decided to table revising the firm permit application until Jessica Praley returns from maternity leave in January.

**NEW BUSINESS**

Joseph Cullingford informed the Board that Magda Westerhout will be retiring from the Board in June. He will be sending the remaining Board members a link that they can share with any architect that would be a good fit as a new Board member.

Paul Edmeades will review with the Board at the next meeting NCARB's new model laws.

The Continuing Education Committee will review Maryland's CPC regulations with NCARB and AIA and they will release a draft at the next meeting.

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**CORRESPONDENCE**

No correspondence

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Cullingford expressed the need for Board members to be very mindful of the expense vouchers. Also parking receipts \$4 or less do not require a receipt, however anything above \$4.00 requires a receipt.

**BOARD COUNSEL REPORT**

No counsel report.

**ADJOURNMENT**

The next meeting is scheduled for December 18, 2019.

There being no further business, motion (V) was made by Ms. Hopkins, seconded by Mr. Sneed and unanimously carried to adjourn the meeting at 10:55 a.m.

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Paul Edmeades, Chair

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Date