

**BOARD OF CERTIFIED INTERIOR DESIGNERS
MINUTES**

DATE: January 31, 2018

PLACE: 500 North Calvert Street
3rd Floor Conference Room, 1:30 p.m.
Baltimore, MD 21202

PRESENT: Robyn Dubick
Karen Zopf
Jessica Steeves
Cheryl Duvall
Carmen Parsons
Michael Daly

ABSENT: Tanya Kriscumas

OTHERS

PRESENT: Steve Long, Executive Director
James Baseman, Assistant Executive Director
Milena Trust, Board Council
Roberta Watson, Board Secretary

CALL TO ORDER

Robyn Dubick called the meeting to order at 1:56 p.m.

APPROVAL OF MINUTES

Motion (I) was made by Cheryl Duvall, seconded by Karen Zopf and unanimously carried by the Board to approve the September 2017 minutes.

COMPLAINT COMMITTEE REPORT

Carmen Parsons informed the Board of a number of complaints and the statuses:

- 18-01 Investigating
- 18-02 Closed
- 18-03 Closed
- 18-04 Notice of intended agency action
- 18-05 Notice of intended agency action
- 18-06 Notice of intended agency action

Milena Trust informed the Board that a uniform policy is able to be set for the licensees who are short of the education requirement. Motion (II) was made by Karen Zopf, seconded by Cheryl Duvall and unanimously carried by the Board to set a rate of \$100.00 for every missing hour.

Motion (III) was made by Michael Daly, seconded by Cheryl Duvall and unanimously carried by the Board to accept the Complaint Committee Report.

NEW BUSINESS

Karen Zopf visited Morgan State to receive more information regarding an Interior Design curriculum. It was perfect timing Ms. Zopf stated, they have a program that starts this fall. The Dean informed Karen that a proposal was submitted and approved. Currently Morgan State is waiting on the Board of Regents to release the information on the approval. The school is trying to target junior & senior level student.

CPC COMMITTEE

OLD BUSINESS

EXECUTIVE DIRECTOR'S REPORT

There was no report.

BOARD COUNSEL'S REPORT

There was no report.

CORRESPONDENCE

No correspondence to discuss.

OTHER BUSINESS

ADJOURNMENT

There being no further business, motion (VIII) was made by Ms. Duvall, seconded by Karen Zopf, and unanimously carried by the Board to adjourn the meeting at 2:50 p.m.

With Corrections

Without Corrections

Signed: Signature on File
