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**Maryland Board of Certified Interior Designers**  
**Business Meeting Minutes**

**DATE:** January 16, 2024

**TIME:** 1:30 PM

**LOCATION:** 1100 N. Eutaw St.  
5<sup>th</sup> Floor Conference Room  
Baltimore, MD 21201

**Videoconferencing:** (<https://meet.google.com/wnb-ixmn-wfv>)  
**Phone Number:** **(US) +1 406-838-3166 PIN: 914 176 096#**

**MEMBERS PRESENT:** Robyn Dubick, Chair, CID  
Carmen Parsons Sneed, CID  
Michael Daly, CID, RA  
Suzanne Frasier, CID  
Nichole McCollum, CID  
Cynthia Berardo, CID

**STAFF PRESENT:** Zevi Thomas, Executive Director  
Matthew Venuti, Board Counsel  
Noraida Lozano, Board Administrator

**Call to Order**

Robyn Dubick, Chair, called the business meeting of the Board of Certified Interior Designers to order, virtually via <https://meet.google.com/wnb-ixmn-wfv>, Phone (US) +1 406-838-3166 PIN: 914 176 096# at 1:31 p.m.

**Approval of Minutes**

Motion (I) was made by Ms. Frasier, seconded by Mr. Daly, and unanimously carried by the Board to approve the October 17, 2023, business meeting minutes with no corrections.

Motion (II) was made by Ms. Berardo, seconded by Ms. Sneed, and unanimously carried by the Board to approve the November 17, 2023, special meeting minutes with no corrections.

**Complaint Committee Report - None**

## **Executive Director's Report**

Mr. Thomas reported the recent e-blast sent to all Maryland Certified Interior Designers. Among other things the purpose of this e-blast was to remind the licensees of the Board's continuing education units (CEUs) requirements and emphasize the 1 CEU that should relate to principles of sustainability design. The e-blast also advised certificate-holders of their responsibility to notify the Board of changes to their point of contact or other factors within 60 days of the occurrence. The vacant consumer member position of this Board was also included in this e-blast.

Ms. Sneed said that she may have interested candidates for this position. Mr. Thomas informed the Board that they could email the applications to him before the deadline.

## **Board Counsel's Report**

Mr. Venuti reported that the proposed regulations for the Certified Interior Designers fee increase which was published on December 15, 2023, are still open for comments. The earliest date for final action is January 30, 2024. The Board agreed to take the final action at the next Board meeting in April as suggested by Chair Dubick.

## **New Business – NONE**

## **Old Business**

### **Designation of CID Committee**

Ms. Dubick gave each CID committee an overview of each role and the following designation was recorded:

- 1. Complaint Committee** - 2 members (Ms. Sneed and Ms. Berardo)
- 2. CIDQ (Council for Interior Design Qualification)** - 2 members for delegate and alternate delegate (Ms. Sneed as a primary delegate, Ms. McCollum, and Ms. Berardo as alternate delegates)
- 3. DEI (Diversity, Equity, and Inclusion)** - 2 members (Ms. McCollum and Ms. Dubick)
- 4. Legislative Committee** - 2 members (Mr. Daly and Ms. Frasier)
- 5. Outreach Committees** - 2 members (Ms. McCollum and Ms. Berardo)

Ms. Sneed alluded that she would be willing to support the DEI and Outreach committees since she's also served on the IIDA (International Interior Design Association) and DEI.

Ms. Frasier interjected that she is also a member of the ASID (American Society of Interior Designers) for DEI and confirmed that the DEI committee is still active.

Chair Dubick restated her willingness to assist with the DEI Committee.

### **OTJ Scholarship Program**

Ms. Sneed reported that the scholarships were awarded mostly to the HBCUs (Historically Black Colleges and Universities) at the end of 2023.

**Code Officials' Handbook**

Ms. Dubick confirmed that a copy has been circulated to the Board. She encouraged the members to review the handbook to make sure that CID profession is represented according to its by-laws and to take advantage of the architect's handbook.

The Board followed up with Mr. Thomas about the Design Boards Handbook for code officials. Mr. Thomas updated that the Architect Board is still waiting for the other design Board's input. He said he is not certain of their timeline. The Board agreed with Ms. Dubick to review the Architect's draft of the Handbook for comments and discussion at the next Board meeting.

**Correspondence - NONE**

**Adjournment**

There being no further business to discuss, Motion (III) was made by Ms. Frasier seconded by Ms. Sneed, and unanimously carried to approve the Board to adjourn the meeting at 2:13 p.m.

The next Board Meeting is scheduled for April 16, 2024, Tuesday 1:30 pm.

Approved:   X   without corrections      \_\_\_\_\_ with corrections

Signed:   (Signature on File)    
          Robyn Dubick, Chair

Date:   04/22/2024