

# **BOARD OF CERTIFIED INTERIOR DESIGNERS MINUTES**

DATE: July 21, 2020

PLACE: July 21, 2020 - 1:30 p.m.  
Virtual meeting information:  
Video Conferencing – <https://meet.google.com/rbe-eput-tqe>  
Join by Phone – (234) 228-7125 PIN: 102 169 103#

PRESENT: Robyn Dubick  
Cheryl Duvall  
Carmen Parsons Sneed  
Michael Daly  
Suzanne Frazier

ABSENT: None

OTHERS  
PRESENT: Joseph Cullingford, Executive Director  
Jessica Praley, Board Counsel  
Carla Marie Zamon, Asst. Executive Director  
Noraida Lozano, Administrative Assistant III

## **CALL TO ORDER**

Robin Dubick called the meeting to order at 1:31 p.m.

## **APPROVAL OF MINUTES**

Motion (I) was made by Michael Daly, seconded by Carmen Parsons Sneed and unanimously carried by the Board to approve the February minutes.

## **COMPLAINT COMMITTEE REPORT**

There was no complaint committee report.

## **EXECUTIVE DIRECTOR'S REPORT**

Joseph Cullingford introduced the new Board Member, Suzanne Frazier who comes from legislation and design services with the AIA. She also has experience with the Maryland and District of Columbia Association of Administrative Adjudicators and is a graduate of Morgan State University.

Mr. Cullingford also mentioned that his office is working on the 4<sup>th</sup> month being virtual and meeting the missions on time and continuing to provide excellent customer service. There is no word about when we will return to the office.

## **BOARD COUNSEL REPORT - None**

### **NEW BUSINESS**

Several Board members discussed a recent engagement with the Maryland Coalition of Certified Interior Designers. Carmen Parsons Sneed said there was a good discussion on differences between the Board and the coalition. She asked the Board about opportunities for outreach to promote licensure in the State of Maryland. The Board discussed a desire to increase outreach opportunities.

The Board was advised the Board of Engineers presents certificates and has a guest speaker twice a year. It was further mentioned that the relationship between the Board and the Maryland Society of Professional Engineers help to increase outreach opportunities.

### **OLD BUSINESS**

Continuing education has been updated on the State of Maryland's website including updates to the CPC's. Outreach opportunities are available in the Newsletter.

### **CORRESPONDENCE**

The response to an email from the Office of Consumer protection was that the Title Act outlines the requirements of disclosing compensation and commission of a bill if the individual is calling themselves a certified interior designer.

### **OTHER BUSINESS**

The board agreed upon the next meeting to take place on October 20<sup>th</sup> at 1:30p.m. The location is to be determined based upon the executive order to work from home still pending. If a physical meeting cannot take place, teleconferencing will be used again.

### **ADJOURNMENT**

There being no further business, motion (II) was made by Cheryl Duvall, seconded by Carmen Sneed, and unanimously carried by the Board to adjourn the meeting at 2:11 p.m.

Signed: \_\_\_\_\_  
Robyn Dubick, Chair