**MEMORANDUM**

Date: December 8, 2023

To: All Board Members

From: Ruby Courtney, PE Board Administrator

Re: Board Meeting

**December 14, 2023 at 9:00 a.m.**

**1100 N. Eutaw Street, Baltimore, MD 21201**

Access Using Video Conferencing

https:/meet.google.com/ipm-pxny-hej

                          Phone: 1-484-416-2276

Pin:  201 307 165#

**AGENDA**

1.   Call to Order

2.   Review of Reciprocity and Exam Applications

3.   Approval of the November 9, 2023 Meeting Minutes

4.   New Business

- Report of December 6, 2023 Joint Chairs Meeting

- Acceptable Course-By-Course Evaluations

5. Old Business

- Overlapping Practice Guide (MD State Architect’s Board Handbook)

- Structure Magazine Article – Signing and Sealing Rules - Survey

- Approved CPC Providers

6.   Report from the Continuing Professional Competency (CPC) Committee

7. Update from Ethics Committee

8.  Report from Executive Director

9. Report from Board Counsel

10.  Correspondence

-Memo from NCEES regarding Future Changes to Exams and Supporting Materials

11.  Executive Session

12.  Other Business

- Next Meeting January 11, 2024

15.  Adjournment

\*\*\*\*A PORTION OF THIS MEETING MAY BE CLOSED PURSUANT TO GENERAL PROVISIONS ARTICLE, ANNOTATED CODE OF MARYLAND §3-305 (b)

**Please silence the ringers on your cell phones before entering the meeting.**

IF YOU ARE UNABLE TO ATTEND THE ABOVE MEETING, PLEASE NOTIFY THE OFFICE PRIOR TO THE MEETING DAY.  IN THE EVENT THAT THERE WILL NOT BE A QUORUM, THE BOARD MEMBERS CAN BE NOTIFIED AHEAD OF TIME THAT THE MEETING CANNOT BE HELD.

cc: Zevi Thomas, Executive Director

Matthew Venuti, Assistant Attorney General