

**Minutes of Meeting**  
**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,**  
**CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS**  
**INFORMAL FACT-FINDING CONFERENCES**  
**December 10, 2009 (9:00 a.m.)**

The Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects convened in Richmond, Virginia, for the purpose of holding Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Stanley C. Harris, Presiding Board member, presided. No other Board members were present.

Doug Schroder and Joseph Haughwout appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Tammie M. Brown, CCR and the Summaries or Consent Orders are attached unless no decision was made.

Disc = Disciplinary Case  
Lic = Licensing Application  
RF = Recovery Fund Claim

C = Complainant/Claimant  
A = Applicant  
R = Respondent/Regulant  
W = Witness  
Atty = Attorney  
Inv = Investigator

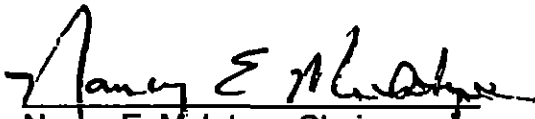
Participants

1. Francis J. Keith  
File Number 2009-04265 (Disc)  
(NO DECISION MADE)

Francis Keith – R  
William Lee Wienckowski – W  
W. Carter Sinclair – W  
Ann Tackett – Inv

The meeting adjourned at 11:30 a.m.

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,  
CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS

  
Nancy E. McIntyre, Chairman

  
Jay DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTEREST ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Stanley C. Harris
2. Title: Presiding Board Member
3. Agency: Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects
4. Transaction: Informal Fact-Finding Conferences on December 10, 2009
5. Nature of Personal Interest Affected by Transaction: None

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6. I declare that:

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

ASME, VSPE

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

  
Signature

12/10/09  
Date