

**Draft Minutes of Meeting  
BOARD FOR CONTRACTORS  
INFORMAL FACT-FINDING CONFERENCES  
March 22, 2012**

The Board for Contractors convened in Richmond, Virginia, for the purpose of holding Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Ann-Marie Brigil, Presiding Officer presided. No Board members were present.

Candace M. Howard, 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  
PB=Principal Broker  
SA-Sales Agent  
W = Witness  
Atty = Attorney  
Inv = Investigator

**Participants**

1. Christopher G. Henderson  
File Number: 2012-01945  
Start Time: 9:15 a.m.  
End Time: 9:53 a.m.  
**NO DECISION MADE**

A- Christopher G. Henderson  
W- Sarah Welch

2. Steven Marice Mann  
File Number: 2012-02013  
Start Time: 1:06 p.m.  
End Time: 1:42 p.m.  
**NO DECISION MADE**

A- Steven Marice Mann  
W- Cathy Clouse

3. Kyle Peter Mathews  
File Number: 2012-02014  
Start Time: 1:54 p.m.  
End Time: 2:20 p.m.  
**NO DECISION MADE**

A- Kyle Peter Mathews

The meeting adjourned at 2:20 p.m.

Board for Contractors

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Troy Smith, Chairman

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Gordon N. Dixon, Secretary

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Custodian of Records