

**MINUTES OF THE EXECUTIVE COMMITTEE OF THE WESTERN COUNCIL OF
ARCHITECTURAL REGISTRATION BOARDS – WCARB REGION 6
Executive Committee Fall Planning Meeting, Seattle, WA
11:30 a.m. Pacific Time**

Wednesday, February 12, 2025

Roll Call:

Tian Feng, Chair, CA - present
Mike Kolejka, Vice Chair, AZ - present
Jim Oschwald, Secretary/Treasurer, NM – not present
Sian Roberts, Member, WA - present
Celestia Carson, Member, UT - present
Gina Spaulding, Region 6 Executive Director, NV - present

Approval of the Agenda:

Motion: Tian Feng (CA) moved to approve the agenda. Motion seconded by Mike Kolejka (AZ). **Vote:** All in favor. Motion passes.

Approval of the Minutes from November 9, 2024 Executive Committee:

Motion: Mike Kolejka (AZ) moved to approve the minutes from the November 9, 2024 Executive Committee meeting in Seattle, WA. Motion seconded by Celestia Carson (UT).
Vote: All in favor. Motion passes.

Discussion regarding State Reports

The Executive Committee discussed how to make the State Reports more informative and collaborative. Two suggestions were to have members giving the State Reports introduce their new members attending and to also add “something to know about your state or jurisdiction” and to be sure to ask follow up questions when appropriate.

Discussion regarding Hot Topics/Important Issues

Mike Kolejka asked that we make sure we have a good mix of jurisdictions sitting at each table so that we get multiple perspectives. Two predetermined questions will be: 1) What are the hot topics or important issues in your jurisdiction; and 2) How can WCARB help you?

Discussion regarding Strategic Plan Update for 2025:

Tian asked Mike Kolejka if he would prepare a graphic to display during the Strategic Plan agenda item that identify guiding principles of Educate, Collaborate and Influence on the agenda topics at the WCARB Regional Summit meeting.

One of the items on the Strategic Plan was to regularly update the Bylaws and Rules. The Executive Committee is proposing changes to the Bylaws and the Rules to update outdated terminology on the WCARB Regional Summit agenda.

Approval of draft WCARB agenda for Regional Summit

The Executive Committee went over each item on the agenda in detail and had lengthy discussions on several items.

Motion: Mike Kolejka (AZ) moved to approve the agenda for the WCARB meetings on February 28 and March 1, 2025. Motion seconded by Sian Roberts (WA). **Vote:** All in favor. Motion passes.

Discussion and possible decision regarding moving WCARB savings to Fidelity

Spaulding told the Executive Committee that she met with a Fidelity representative to discuss what would be required in order for WCARB to move its money in the savings account to a money market account. She said the requirements are fairly straightforward and that WCARB would need to fill out the application.

The Executive Committee directed Spaulding to bring the application to the Regional Summit where it will be completed, signed and returned to Fidelity for processing.

WCARB Elections Update

Spaulding told the Executive Committee that she had received the cover letters and resumes from two people to fill the two open spots on the Executive Committee.

The Executive Committee discussed how to increase interest for members to get involved. Sian Roberts suggested that in the future, the Executive Committee schedule a Zoom specifically to encourage members to get involved in WCARB by serving on the Executive Committee and other committees.

Review WCARB Certificates of Appreciation

Spaulding shared the Certificate of Appreciation with the Executive Committee and asked whether it needed a printed WCARB sticker on it or an actual foil sticker. The Executive Committee said it needed the foil. Spaulding will check with Corey Solum to see if he has any of the foil stickers left and if not, will order new ones.

Chair Feng thanked the committee members for their time and suggested they meet again following the Regional Summit if possible.

The meeting was adjourned at 12:38 p.m. by Chair Feng.