

DRAFT

**MINUTES OF THE EXECUTIVE COMMITTEE OF THE WESTERN COUNCIL OF
ARCHITECTURAL REGISTRATION BOARDS – WCARB REGION 6
Executive Committee Fall Planning Meeting, Phoenix, AZ
9:00 a.m. Pacific Time**

Saturday, November 22, 2025

Roll Call:

Mike Kolejka, Chair, AZ
Celestia Carson, Vice Chair, UT
Sian Roberts, Secretary/Treasurer, WA
Ray Vigil, Member, NM
Scott Sayles, Member, AZ
Tian Feng, Regional Director, CA
Gina Spaulding, Region 6 Executive Director, NV

Approval of the Agenda:

Motion: Ray Vigil (NM) moved to approve the agenda. Motion seconded by Celestia Carson (UT). **Vote:** All in favor. Motion passes.

Scott Sayles asked if the Executive Committee could discuss the website as well as documents posted to the website.

Approval of the Minutes from NCARB 2025 Annual Business Meeting in Scottsdale, AZ:

Motion: Scott Sayles (AZ) moved to approve the minutes from the June 2025 WCARB regional meeting at the NCARB ABM in Scottsdale, AZ. Motion seconded by Ray Vigil (NM). **Vote:** All in favor. Motion passes.

Chair's Report:

Mike Kolejka briefed the Executive Committee about the RLC meeting he and Spaulding attended in Oklahoma City on August 14-16, 2025. The RLC, comprising all six regional chairs, vice chairs, executives, and the NCARB 1VP and staff, develops the plenary sessions and agenda for the Regional Summits and collaborates on workshop and meeting content for the NCARB annual business meetings.

The focus of this year's RLC meeting was brainstorming ideas and developing the agenda for the 2026 Regional Summit in Oklahoma City, hosted by Region 5, on March 19-21, 2026. The theme is "Becoming Better Regulators: Navigating Uncertainty."

The upcoming 2026 Regional Summit will focus on regional issues and dialogue, with limited national agenda items. Topics include ample regional meeting time for each region to discuss interests, cross-pollination opportunities, and rotating workshops on three optional topics:

Board Best Practices, this workshop will focus on best practices processes and procedures. The synopsis and content of this workshop will continue to be fleshed out by the Regional Leadership Committee.

Responsible Control, this workshop will share different approaches as well as model law and artificial intelligence impacts. The synopsis and content of this workshop will continue to be fleshed out by the Regional Leadership Committee.

Understanding Reciprocity, this workshop will focus on appreciation of member boards' individual roles and unique challenges and focus on our shared mission of HSW and reciprocity. The synopsis and content of this workshop will continue to be fleshed out by the Regional Leadership Committee.

Kolejka informed the Executive Committee that the NCAA Basketball Tournament will be in Oklahoma City during our stay, including players at our hotel. The city is expected to be busy. He asked Spaulding to encourage members to book their flights early for the 2026 Regional Summit.

2026 Regional Summit Planning:

The Executive Committee reviewed the 2026 draft agenda and discussed the need for more time to discuss the proposed Resolutions. Kolejka mentioned that there might be 8 to 9 housekeeping-related resolutions. The two-day WCARB draft Regional Summit agenda was approved by all Executive Committee members after multiple changes.

The Executive Committee discussed ways to better engage the Region between meetings. One idea is to add more time to the existing Pre-BOD quarterly Zoom calls held before an NCARB Board of Directors meeting. We'll discuss this at the 2026 Regional Summit to hear directly from the Region.

Ray Vigil asked if the State Report sent to Member Board Executives can be updated to include a new question, which is: "Who provides legal counsel for your board, i.e. through the state or independently. Also, how are they contracted to your board?"

Carson asked Spaulding to send the State Report template to the Utah Board Chair when she sends it out to the member board executives.

2026 Regional Dinner in Oklahoma City, OK:

Spaulding informed the Executive Committee that the Regional Execs visited many restaurants in Oklahoma City for regional dinner spots, but options were limited due to the NCAA Tournament coinciding with the Regional Summit. Vast was chosen as the location for the 2026 Region 6 regional dinner, with Regions 1, 2, and 3 having separate spaces nearby. The restaurant is a short five-minute walk from the meeting hotel, The Omni.

The Executive Committee reviewed and selected the menu and drink options for Vast and set the guest price at \$100 per person. Spaulding will check with the restaurant about available gluten free and vegetarian options.

There is no charge for members to attend as it is a benefit of membership. Members do have to pay for their guests and since NCARB no longer collects regional dinner fees, the guest fees will have to be sent directly to Spaulding.

Region 6 has historically skipped the June Annual Business Meetings' regional dinner due to cost and the fact that the ABMs' dinners coincide with the only free day for members to explore the host city. Funding options were discussed, including using Fidelity dividends to offset costs of hosting an additional regional dinner. The Executive Committee decided to seek feedback from the Region on a regional dinner during the June ABMs, in addition to the one scheduled each year in March at the Regional Summits.

Educational programming at the Regional Summit:

The Executive Committee previously deliberated on the three scheduled rotating workshops to be presented at the Regional Summit, which are Best Board Practices, Responsible Control, and Understanding Reciprocity. The Region will have the opportunity for all rotating workshops to visit the Region during the Regional Summit.

FY27 Draft Budget & Financial Statements for 2025 Reviewed and Approved

The Executive Committee discussed and proposed one amendment to the draft budget for 2026-27.

Motion: Celestia Carson (UT) moved to approve the draft 2026-27 budget. Motion seconded Sian Roberts (WA). **Vote:** All in favor. Motion passes.

The Executive Committee reviewed and approved the financial statements for 2025.

Motion: Scott Sayles (AZ) moved to approve the current (7/1/25-6/30/2025) Statement of Activity and Statement of Financial Position as of November 3, 2025. Motion seconded by Sian Roberts (WA). **Vote:** All in favor. Motion passes.

Executive Committee Changes for 2026:

Each year, the region elects a new regional director, a position currently held by Tian Feng. Feng indicated that he would like to serve one more year of his two allowed terms as there is still much to learn and contribute to the Region.

There will be three open positions on the Executive Committee currently held by Mike Kolejka, Celestia Carson and Sian Roberts. Kolejka has served his two allowed terms on the Executive Committee currently allowed by the WCARB bylaws and will term off the Executive Committee. Carson has termed off her Utah board and will complete her term on the Executive Committee

on June 30, 2026. Roberts will not seek another term as she is the incoming president of NAAB.

After the New Year, Spaulding will sent out a "Call for Elections" email asking for Region 6 members to apply to serve on the Executive Committee and as the Regional Director for 2026-2027.

WCARB Strategic Plan Discussion

The Executive Committee discussed the current WCARB Strategic Plan, noting outdated or irrelevant language. They marked up the Guiding Principles page and asked Spaulding to provide an editable strategic plan document with track changes. The committee will review it independently, mark changes, and reconvene on a Zoom call on January 22, 2026, at 3:00 pm Pacific for further discussion.

The Executive Committee reviewed the Bylaws for relevance and decided on housekeeping changes. Scott Sayles noted that Article X Committees needed updates relevant to the Education Program Committee, chaired by the Vice Chair. Since WCARB collaborates with the Regional Leadership Committee to provide educational content at the Regional Summits, the Education Program Committee is now convened as needed. The Executive Committee suggested amending the Bylaws to remove "shall" and "Vice Chair" and replace them with "may" and "a member of the Executive Committee." Bylaw amendments require a 60-day notice to the membership. Spaulding will send the amended Bylaws to the membership by January 16, 2026.

Ray Vigil proposed convening a Zoom call between the Regional Summit and the NCARB Annual Meeting with the Region's Chairs to discuss pertinent issues and increase dialogue with jurisdictions. The Executive Committee agreed and will develop thoughts and questions to stimulate conversations.

New Business/Old Business

Scott Sayles said that the current Strategic Plan on the website was marked up and asked that it be replaced with an unmarked version.

The Executive Committee discussed updating the website by removing the "Resolutions" tab and replacing it with the 40 years of historical minutes scanned by Spaulding in 2025. They directed Spaulding to shred the old paper minutes now that they're available digitally.

The meeting was adjourned at 3:35 p.m. by Chair Kolejka.