

Western Council of Architectural Registration Boards

MINUTES

DECEMBER 7, 2013 9:00 AM

NSBAIDRD OFFICE, LAS VEGAS

MEETING CONVENED BY	Chair Bob Calvani
TYPE OF MEETING	Executive Committee 2013 Fall Planning Meeting
ATTENDEES TO ESTABLISH QUORUM	Bob Calvani, Chair Jim Oschwald, Vice Chair Richard Rearick Peter Rockwell Jay Cone Gina Spaulding, Executive Director
APPROVAL OF THE AGENDA	Motion Made By: Rearick Second: Rockwell Vote: Passed
APPROVAL OF MINUTES	Motion to Approve Minutes from the June 2013 Meeting By: Rockwell Second: Rearick Vote: Passed Amendments: 3 small amendments by New Mexico, Oregon and California

Agenda topics

CHAIR'S REPORT

BOB CALVANI

DISCUSSION	Calvani updated the Executive Committee about how the structure of the Regional Summit will work in March 2014. All Regions will meet in the same location, the Westin on the Riverwalk in San Antonio, Texas. There will be plenary sessions where all the Regions will meet together and then each Region will have their Regional meetings each afternoon on Friday and Saturday. The Regional Leadership Committee met the first weekend in November 2013 to plan the overall agenda for the Regional Summit.
	It was agreed that Regions may, on occasion, need to host the Regional Summit outside of their own geographic region, and when they do they will partner with the Region and/or the MBE of the jurisdiction where the meeting location will be held. A pilot meeting rotation schedule was developed to present to the Regions at the March 2014 meeting:
	2014: San Antonio, TX hosted by Region 4, working with Texas MBE from Region 3. 2015: Las Vegas, NV hosted by Region 6. If there is still too much stigma for a Las Vegas location, the backup location will be Long Beach, CA, and Region 6 will work with the California MBE from Region 6. 2016: Savannah, GA or Charlotte, NC hosted by Region 1, working with the appropriate Region and MBE.
	Part of the Regional Summit agenda includes an agenda item which asks jurisdictions within each Region to share any legislative items they may be discussing or have underway in their jurisdiction. Each Region will put this topic on their Friday Regional meeting agenda and the Regional Chair for each Region will report out the results at the Plenary session on Saturday morning. Calvani reported that the Regional Leadership Committee is currently working on a position description for the Regional Director.
	The Executive Committee directed Spaulding to ask Kathy Hillegas to see if social events at the Regional Summit ensure that Region 6 is paired with Region 3 and Region 1.

EDUCATION COMMITTEE REPORT

JIM OSCHWALD

DISCUSSION	The Education Committee has met via telephone twice this year. The Committee is working with
	Torrey Carleton at the San Antonio AIA Chapter to have her assist the Region in developing an educational program that is part lecture and part site visit/tour. The Executive Committee discussed the need to ensure that the educational topics selected deal with regulatory issues that are important to board member regulators, as they wear a different hat than architects attending an AIA meeting. The Education Committee will continue working on this subject and will report back to the Executive Committee when the subject matter for the 2014 WCARB Education Program is finalized.

DISCUSSION	Based on the feedback from Calvani and the Regional Leadership Committee, the Executive Committee
crafted a WCARB Region 6 meeting agenda that included proposed amendments to the WCARB bylaws, to incorporate the duties of the new Secretary/Treasurer, to set forth provisions in the event of a tie during elections for the Executive Committee and to identify that the Vice Chair shall serve as the chair of the Education Committee.	
Also included on the agenda are items that address the following:	
<ol style="list-style-type: none"> 1. Legislative Issues for Saturday Report Out 2. Region 6 Leadership Strategies 3. Elections of Executive Committee (three members, including Regional Director) and a new Secretary/Treasurer) 4. Education Program for Saturday afternoon 5. Laudatories for Regional Members that are terming out of the Region 	

ESTABLISH LAUDATORY COMMITTEE

DISCUSSION	Chair Calvani appointed Richard Rearick to serve on the Laudatory Committee for the Region.
Spaulding will check in with the Region's MBEs to determine who will be terming out and will work with the MBE to gather information so that Rearick can put together the necessary laudatories.	

EXECUTIVE COMMITTEE CHANGES FOR 2014

DISCUSSION	
There are three positions on the Executive Committee that will be opening up for 2014: Peter Rockwell, Jim Oschwald and Richard Rearick. Per the Region's bylaws, all three people on the Executive Committee are allowed to serve one more term. Jim and Richard both indicated that they are interested in serving another term on the Executive Committee and will run again. Peter told the ExCom that he has enjoyed his time serving on the ExCom, but he doesn't have any aspirations to move up the leadership ladder and has decided not to seek another term.	
Greg Erny announced that he will not seek another term as the Regional Director for WCARB Region 6 as it is his intent to run for the position of Secretary on the NCARB Board of Directors. Bob Calvani told the Executive Committee that he will run for WCARB Regional Director in March. If he is successfully elected to the position of Regional Director, the Region will need to fill the last year of his unexpired term on the Executive Committee. If he is not successful in his run for Regional Director, he will complete his last year on the Executive Committee.	

FINANCIAL STATEMENTS FOR 2013 REVIEWED

DISCUSSION	Spaulding told the Executive Committee that the financial statements presented represented the first
full year's statements of Balance Sheet and Profit and Loss under the October through September fiscal year. In October, the Region cashed out its Certificate of Deposit for \$19,446.34 plus \$622.08 in interest and deposited it into the Region's savings account.	
As of September 30, 2013 the WCARB Balance Sheet was \$132,343.79. \$33,980.65 in checking and \$78,916.80 in savings. As of December 5, 2013: the Balance Sheet for the Region was at \$169,263.70. \$70,275.10 in checking and \$98,988.60 in savings. The balance in the checking account represents 2014 Region dues for all but 4 jurisdictions, that hadn't paid their dues at the time the accounts were reconciled for the Fall Planning Meeting.	
Spaulding suggested that the Region begin charging a small amount for spouses to help mitigate the costs of the regional dinner. All of the other Regions that have a regional dinner charge a minimum \$50 each cost for the members and their spouses to help fund the cost of the dinner. The Executive Committee decided to not charge the members to attend the dinner to continue to foster camaraderie and closeness within the Region, but will charge a minimal \$25 charge for spouses/guests that attend the Regional dinner. Spaulding will develop a form to be sent out to the members for them to send her the \$25 fee for spouses and guests that attend the Regional dinner.	

ADJOURN	Chairman Calvani adjourned the meeting at 12:41 p.m.
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