

**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS – WCARB REGION 6
Metropole, Fairmont Olympic Hotel, Seattle WA**

Friday, June 17, 2016

Chairman Jim Oschwald called the meeting to order at 1:00 p.m.

AGENDA ITEM 1

Roll Call:

Alaska – present
Arizona – present
California – present
Colorado – present
Guam – present
Hawaii – present
Idaho – present
Nevada – present
New Mexico – present
Oregon – present
Utah – present
Washington – present

All member states and jurisdictions were present and represented at the June 2016 Regional meeting at the NCARB Annual Business Meeting.

Introductions:

There were several new members in attendance: Melarie Gonzales, incumbent MBE New Mexico; Mark Glenn, MBM New Mexico; Nilza Serrano, MBM California; and Jered Minter, MBM Colorado.

The new members of WCARB Region 6 were warmly welcomed with a standing ovation.

Approval of Agenda:

Motion: William Snyder (NV) moved to approve the agenda. Motion seconded by Jeff Koonce (AK).

Vote: All in favor. Motion passes.

Approval of the Minutes:

Motion: Ed Marley (AZ) moved to approve the minutes from the March 11-12, 2016 regional summit in Savannah, GA. Motion seconded by Scott Harm (WA).

Vote: All in favor. Motion passes.

Agenda Item 3 Executive Committee/Chair's Report – Jim Oswald

No report was given.

Agenda Item 4 State Reports

Alaska: Not too many changes. Richard Rearick timed out and has been replaced by Catherine Fritz as a new architect member board member. Hopefully she will be able to attend the next WCARB/NCARB meeting.

Arizona: Board successfully underwent Sunset Review. The deregulation effort being conducted by state government continues to be an issue. The most recent legislative news is that geologists were deregulated and they can voluntarily register with the board or not. The landscape architects also were under threat but the Board and its collaterals were successful in convincing the legislature that it was important to the public health, safety and welfare that they remain regulated under the Arizona board.

California: The proposed integrated path to licensure discussion remains important to California. NCARB has been collaborating with the state board on this matter.

Colorado: Their legislature passed the changes for the IDP/AXP so that Colorado could participate in the new experience program.

Guam: The board is currently dealing with the rulemaking process and is looking forward to a visit from NCARB in the near future.

Hawaii: Not much going on in Hawaii, just a lot of board vacancies that need to be filled.

Idaho: The Governor has changed the board composition to include a public member. The board is now comprised of four architects and a public member.

Nevada: The board's joint CEU program with the local AIA is in its 4th year and is a huge success with the registrants. This is an all-day program that is offered free of charge that provides enough quality health, safety and welfare units for the registrant to renew his or her Nevada license.

New Mexico: The board has named Melarie Gonzales as the new interim Executive Director. Also, the board successfully underwent the Sunset Review process.

Oregon: On February 24, 2016, the Court of Appeals in the State of Oregon released an opinion on an Oregon State Board of Architect Examiners case that may impact consumers, the public and other professional licensing boards. The case was regarding architectural title violations and architectural practice violations. The Board met on March 2, 2016 and voted in favor of the Oregon Department of Justice appealing the decision. The Department of Justice will make the final decision regarding whether or not to appeal.

Utah: Utah recently backed out of the NCARB/Canada MRA agreement for reciprocity due to a lack of enough information in the NCARB Council record. Board is currently working on rules which will permit concurrent AXP/ARE for candidates.

Washington: Colin Jones was reappointed to the board. The board is happy to welcome Lily Reinecke as the new administrative assistant to the board, replacing Autumn Dryden. Washington is currently working with the engineers board to discuss mutual issues of interest and concern.

AGENDA ITEM 5 Financial Report – Ed Marley

Marley stated that the finances for the region were in good shape and that the current balance sheet and profit and loss statements were provided for review in the meeting packet for member review and comment.

Marley reported that in order to respond to the ongoing conversations about regional dues, the WCARB Executive Committee will thoroughly review the region's expenditures and see if there are any expenses that can be trimmed or eliminated. The goal is to be fiscally responsible and responsive to the membership questions, concerns and comments. The Executive Committee will bring forward suggestions to the members at the next Regional Summit regarding options to cut expenses and potentially lower regional membership dues.

Agenda Item 6 Review and Approval of 2016-17 WCARB Budget

The draft budget for fiscal year October 1, 2016 – September 30, 2017 was presented to the membership for review and decision.

Motion: Oregon moved to approve the draft budget for the 2016-17 fiscal year. Motion seconded by Utah.

Vote: All in favor. Motion passes.

Agenda Item 8 Region 6 Resolution Discussion

The language of the proposed resolution below was provided for member review and discussion:

“RESOLUTION 2016-K

Title: Certification Guidelines Amendment: Approval of Changes to Program Requirements for the Intern Development Program*

SUBMITTED BY: Region 6

WHEREAS, the members of Region 6 have identified that the *Certification Guidelines* require modification to reflect changes in the manner in which changes to the Intern Development Program may be approved and implemented;

WHEREAS, pursuant to the NCARB Bylaws, an affirmative vote of a majority of all Member Boards is required to pass any resolution other than an amendment to the Bylaws or removal of a Member Board from membership; and

WHEREAS, this resolution recommending the change in the manner of approval and implementation of changes to the Intern Development Program and corresponding changes to the Certification Guidelines, must be submitted to the NCARB Member Boards for approval.

NOW, THEREFORE IT IS HEREBY:

RESOLVED, that programmatic changes to the Intern Development Program* Requirements may only be implemented upon a majority vote of the Member Boards, and administrative changes may be implemented by the Board of Directors.

FURTHER RESOLVED, that the paragraphs following the heading "NCARB CERTIFICATION REQUIREMENTS" set forth on page ten of the Certification Guidelines be amended to read as follows:

NCARB CERTIFICATION REQUIREMENTS

The following requirements for NCARB certification may only be changed by an absolute majority vote of the NCARB Member Boards. Such change becomes effective July 1 following the close of the Annual Business Meeting, or such later date identified in the change and applies both to applications for certification in process and new applications. If applicants whose applications were in process met all certification requirements that existed prior to the change, they will be eligible for certification. Applicants that fail to complete the NCARB certification process within five years will not be considered "in process" and will be required to satisfy current certification requirements.

Changes to the *NCARB Education Standard* ~~and the IDP~~

A change in the *NCARB Education Standard* or the IDP shall be approved by NCARB's Board of Directors and will become effective on the date of the change as described in a notice given to all Member Boards, at which time such change shall also be posted on NCARB's website. The effective date shall be a minimum of 60 days after the date of such notice. Any change in the *NCARB Education Standard* and/or the IDP applies both to Records in process and new Records. An existing Record holder who has satisfied the *NCARB Education Standard* and/or the IDP prior to the effective date of the change shall be treated as having satisfied either or both.

Changes to the NCARB Intern Development Program (IDP)

Programmatic changes to the IDP requirements as recommended by the NCARB Board of Directors may only be changed by an absolute majority vote of the NCARB Member Boards. Such change becomes effective July 1 following the close of the Annual Business Meeting, or such later date identified in the change and applies both to applications for certification in process and new applications. Changes to address administrative application of the IDP requirements may be implemented upon the majority vote of the NCARB Board of Directors.

FURTHER RESOLVED, that upon the approval of the changes to the Certification Guidelines by a majority of all Council Member Boards, such changes will become effective July 1, 2016.

SPONSORS' STATEMENT OF SUPPORT:

NCARB members are the legally constituted architectural registration boards of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

The core mission of each architectural registration board is to protect the health, safety, and welfare of its citizens through the regulation of the practice of architecture. Each jurisdiction is charged with ensuring that current and future architects meet the requirements set forth in statutes and rules, as established by its legislature. In general, each jurisdiction has established educational, experience and testing requirements to confirm that applicants for licensure are competent to achieve the core mission values. As Board Members, entrusted by our jurisdiction to safeguard our citizens, we assert that our voices must be heard through the voting process not only when advocating for improvements in licensure, but also when programmatic changes are being proposed to program requirements that affect achieving our core mission. It is generally acknowledged that the NCARB Intern Development Program* is the recognized program to document the experience component of licensure that each of the Member Boards require, and that NCARB is the organization best positioned to administer the program efficiently and effectively for the Member Boards. Member Boards however must be active and responsible for the content of this program to be entrusted and accountable to their constituents. Therefore, the Member Board Members of WCARB Region 6 are proposing Resolution 2016-K "Certification Guidelines Amendment: Approval of Changes to Program Requirements for the Intern Development Program" for consideration by the full body of Member Boards at the 2016 Annual Business meeting. Resolution 2016-K requires a majority vote of Member Boards for implementation of any programmatic changes to the current IDP (AXP) program as we collectively move forward.

In 2009, NCARB Resolution 2009-04 Handbook for Interns and Architects Amendment – Transfer the Intern Development Program Requirements to the IDP Guidelines was presented by the NCARB Board of Directors to the Member Boards and was approved unanimously at the annual meeting. The statement of support noted that like the ARE, the IDP content should align with the findings of the practice analysis, and therefore like the ARE the IDP should be promptly updated and revised as practice changes over time implying time is of the essence for both programs. As we have experienced, the scale of time for the analysis, development and final approval of changes to either the ARE or the IDP is years not days, which allows Member Boards to have an active and informed voice into those discussions and, when relevant, the responsibility of voting to implement the changes desired. Therefore, we believe it is time and appropriate to return the authority for programmatic revisions to the IDP program to the Member Boards.

What this Resolution does:

- Returns the responsibility and accountability for authorizing programmatic changes to the IDP (AXP) program to the Member Boards by voting through the resolution process.
- Provides a voice for each Member Board to ensure a holistic approach to program changes/improvements.

- Encourages open communication, transparency and engagement with and between Member Boards, Regions and the NCARB Board of Directors and staff.

What this Resolution does not do:

- Hinder the NCARB Board of Directors or NCARB staff from providing leadership and advocacy for program improvements.
- Hinder the NCARB Board of Directors or NCARB staff from making administrative changes for the effective and efficient implementation of IDP/AXP.
- Slow the boat. This resolution is not a statement on the speed of change. It is a statement on the accountability of Member Boards to vet the content of change and to build a consensus for implementation.

Region 6 recommends that programmatic changes proposed by the NCARB Board of Directors to the IDP objectives and requirements be adopted and implemented by a majority vote of the Member Boards. We believe the ultimate responsibility and accountability for authorizing programmatic changes to the IDP (AXP) program lies with the Member Boards. Generally, time is not of the essence and revisions to IDP can await the needed discussion, debate, and revisions that the Member Boards bring to the regional and annual meetings.

Region 6 proposes that either the NCARB Board of Directors or perhaps the Procedures and Documents Committee, by virtue of its charge, and the fact that it is made up of members of the jurisdictions, appointed by the NCARB Board President, has the proper authority to determine if changes are administrative, and should be handled administratively, or programmatic and should be voted on by the body of the membership.

*The Architectural Experience Program, formerly known as the Intern Development Program or IDP.”

Scott Harm, MBM Washington, told the membership that Washington is concerned about this resolution and does not understand the rationale for why it is being proposed and wanted the membership to know that they do not intend to support it and did not want to blindsides anyone with their vote.

McKechnie and Robertson, MBMs, Oregon gave an background overview regarding why Oregon had proposed the draft resolution.

Rockwell, MBM, Idaho, asked what was the intended consequence of the resolution? Robertson replied that jurisdictions should have a voice on major changes to programs that affect jurisdictions, prospective registrants and the public.

A general discussion ensued regarding the proposed resolution.

Agenda Item 9 Discussion Regarding Proposed NCARB Resolutions

Chair Oschwald and Greg Erny walked the membership through the proposed resolutions to be voted upon Saturday, June 18 and asked if anyone had any comments or concerns:

Resolution 2016-01: Mutual Recognition Arrangement with Australia and New Zealand

This MRA was similar to the Canadian MRA that many of the US jurisdictions have entered into. Mark Ruth and Liza Provido, MBMs, Guam expressed deep reservations about the potential impact of this resolution for Guam if passed. Someone getting licensed in Australia via Figi could come to Guam and get registered by utilizing the NCARB certificate, bypassing the ARE and other registration requirements and then competing with the local architects in Guam. This is a big issue for them. Tian Feng, MBM, California, stated that it is a policy concern and that all applicants should have to take and pass the ARE. Terrance White sat on the examination committee that reviewed this proposal that stated that they have a very vigorous examination that covers many things the ARE covers.

Greg Erny (NV) told the membership that an apples to apples comparison of the NCARB-US method versus the New Zealand and Australian method is not possible. The parallel is that, like us, they have a strong education, experience and examination equivalent.

2016-02 Certification Guidelines Amendment – Revision of the Alternatives to the Education Requirements for Certification

There was lots of discussion on this resolution. Erny shared the proposed amendment to this resolution which was being submitted by Region 1 which mainly required that any education being claimed under the BEA rules be “architecture related.”

2016-03: Certification Guidelines Amendment - Exam Equivalency for ARE 5.0: No comments from the membership.

2016-04: Certification Guidelines Amendment – Five Year Rolling Clock and Rolling Clock Extension Policy Updates: No comments from the membership.

2016-05: Legislative Guidelines and Model Law/Regulations Amendment: Access to the ARE for Students Enrolled in an Integrated Path to Architectural License Option: No comments from the membership.

2016-06: Legislative Guidelines and Model Law/Regulations Amendment – Addition of Architect Emeritus Status: No comments from the membership.

2016-07: Legislative Guidelines and Model Law/Regulations Amendment – Reference to Military-Trained Applicants: No comments from the membership.

2016-08: Legislative Guidelines and Model Law/Regulations Amendment – Updating the name of the Intern Development Program: No comments from the membership.

2016-09: NCARB Bylaws Amendment - Updating Name of the Internship Committee: No comments from the membership.

2016-10: Region 6 Resolution: Already discussed.

AGENDA ITEM 11 Discussion and Membership Collaboration on the Draft White Paper on the Benefits of Regional Membership – Jon Baker

Jon Baker went through where the Region currently is with the draft white paper and asked for member feedback to help make the document better and more useful to member boards. The MBE's in the Region had been asked to take a look at it and comment as they felt necessary. Their comments have been incorporated into the document below. The draft document appears below and additional member comments/feedback follow the draft paper.

“Western Council of Architectural Registration Boards (WCARB)
Region 6 White Paper

Understanding the Benefits and Positive Impacts of Regional Membership

Purpose: Understand and evaluate the benefits of regional representation within a national structure as well as the opportunities presented in the regional meetings and the benefits of membership related to the expense of regional dues.

The Western Council of Architectural Registration Boards (WCARB) was the first regulatory organization of architectural licensing jurisdictions. Through this legacy, the WCARB Executive Committee has been a leading advocate for the member jurisdictions within the region.

Background: All of the 54 US states and jurisdictions have regulatory boards administering the rights, rules, responsibilities, and laws regulating the professional practice of architecture and design within their individual jurisdictions. All 54 US states and jurisdictions are active voting members of the National Council of Architectural Registration Boards (NCARB) and have, through active participation over the last nearly 100 years, created the bylaws of NCARB's charter. In order to foster closer communication between Member Boards, Regions, the Council and further to foster the development of future leaders and assist the Council in achieving its stated purpose, six geographical Regions comprising, in the aggregate, all the Member Boards have been established. Each Member Board is required to be a member of its Region as a prerequisite of Council Membership. The six geographical regions are as follows:

- Region 1; New England Conference
 - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Region 2; Middle-Atlantic Conference
 - Delaware, Washington DC, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia
- Region 3; Southern Conference
 - Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto

Rico, South Carolina, Tennessee, Texas, US Virgin Islands

- Region 4 ; Mid-Central Conference
 - Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin
- Region 5; Central States Conference
 - Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming
- Region 6; Western Council
 - Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington

Regional Structure

Regional structure recognizes the uniqueness of practice and regulation amongst different areas of the country and provides for collective input on national issues. It is the responsibility of each member board to stay abreast of national changes that could affect its jurisdiction and the region as a whole. ***At a time when change is happening more quickly than ever, the regional structure continues to play a critical role in sustaining the National Council's efforts.***

The current regional structure:

- Recognizes the individual uniqueness of regional architectural practices and conditions.
- Provides regional representation on the Board of Directors for the National Council of Architectural Registration Boards.
- Supports leadership development within the region for future positions on the WCARB Executive Committee and the Board of Directors for the National Council of Architectural Registration Boards. A major benefit to member boards is having member-board members within the region involved in the national governance structure, as it provides invaluable knowledge of NCARB's major initiatives, programmatic changes, and especially in assuring that NCARB is sensitive to the concerns of the individual states.
- Provides education and communication opportunities for member-board members within the region, thereby strengthening the member boards individually and the regulation of the practice as a whole.
- Allows for member boards to propose national resolutions, with the weight of regional support, through a structured process, when necessary.

Regional Meetings

Regional meetings among jurisdictions provide for more in-depth discussions on relevant issues facing the profession and for regulation of the licensing process in a smaller setting, with opportunities for collective input from a regional perspective.

The current regional meetings:

- Provide a conduit through the regional director, to work directly with the Board to facilitate understanding and through vetting of resolutions and proposals before the membership of NCARB.
- Provide regional interaction and a platform to share solutions.
- Assist in achieving effective regulation and enforcement.
- Support the sharing of best practices, successes, and concerns among member boards.
- Offer an opportunity for member boards to be better informed and to have questions answered.
- Provide regional evaluation of national trends and NCARB proposals.
- Facilitate a regional review and vetting of regulatory changes.
- Allow for the opportunity to share information pertaining to candidate credentials and disciplinary information.
- Provide for the development of strategic initiatives and policy positions to benefit the region.
- Provide a manageable forum that promotes open discussion and representation of individual member boards when reviewing NCARB proposals, resolutions, and other issues facing the membership.

Regional Dues

If the value of the regional structure and regional meetings to the member boards is confirmed, then the cost of administering the program should continue to be supported through a reasonable and defensible dues structure.

The current regional dues:

- Support member services, operational resources, and program management.
- Are consistent with the other regions represented within NCARB.
- Have remained static for many years through effective fiscal management. In order to keep regional costs low, the region has gone paperless and utilizes email and the website as the primary means of communication with the members. The region is continually seeking ways to be more efficient and streamlined in order to remain both fiscally conservative and effective.
- Allow for expenditures that are based on an annual budgeting process, subject to member-board approval.

Melissa Cornelius, MBE, Arizona, stated that Arizona has concerns about regional dues generally as they belong to other national councils and pay nothing more. She would like to see the paper address why they are paying dues and whether it is appropriate or not. Jon Baker agreed and said the Executive Committee needed to delve deeper into the expenses and see whether there are any reductions that could be put forward to the membership at the next meeting to discuss and decide upon. Jay Cone told the membership that he and Ed Marley would go over the expenditures line-by-line to review expenses. Marley said that the White Paper talks about the value of the Region but does not adequately address the dues issue.

Baker proposed that the membership accept the White Paper as is with the exception of the "Regional Dues" portion (*which will remain highlighted in yellow*). The Executive Committee will audit the financials and report back to the membership at the next meeting with any suggestions for their consideration.

The membership concurred. This item will be continued to the next meeting of Region 6 WCARB.

Agenda Item 2 Regional Director's Report – Bob Calvani

Bob Calvani gave a very detailed presentation, welcoming everyone to Seattle for the 2016 NCARB Annual Business Meeting and giving an excellent presentation on the current work of the Council. Topics covered included proposed resolutions under consideration. Other topics included the importance of data sharing so that the Council can use the data to help member boards; fee adjustments, NCARB is dropping the price on certificate renewals, the ARE and the AXP. He again encouraged members to get involved because of how much you learn, which enriches you both as a board member and personally. Finally, he thanked WCARB Region 6 for its support all these years and asked that they continue to support him as he seeks the position of Secretary of the Council.

AGENDA ITEM 11 New WCARB Website Demonstration

Hans Hoffman, current Executive Committee member demonstrated the new WCARB website to the members. It can be accessed via traditional means such as through the computer as well as on mobile devices. The website now has an open infrastructure and can be accessed at: www.wcarb.com. Only the Financials section of the website is password protected. Members should contact Regional Exec Gina Spaulding for the password for the Financials.

Members praised Hoffman on how well he has done with the branding of the new website and thanked him for a job well done.

AGENDA ITEM 12 2017 Regional Meeting Discussion – agenda and educational topics?

Since next year's meeting is in New Jersey, members indicated that they would like to hear about how the community recovered from Hurricane Sandy and the lessons learned from that experience. Members also want to continue working on the draft white paper discussing the benefits and positive impacts of regional membership.

AGENDA ITEM 13 WCARB Region 6 Laudatories

Jay Cone read the following Laudatory into the record for **Hans Hoffman**, Utah member board member who termed off his board:

Whereas Architect Hans Hoffman, of Salt Lake City, Utah was a member of the Utah Architect's Licensing Board for eight years;

Whereas Mr. Hoffman served tirelessly as an NCARB volunteer on the Professional Conduct Committee, IDP Advisory Committee, Internship Committee, Credentials Committee, Practice Analysis Task Force, ARE 5.0 Item Development Committee, the NCARB Award Committee and the WCARB Executive Committee, where he worked to brand WCARB and create a state of the art website for the membership of Region 6;

It is therefore resolved that we express, with a standing ovation, our sincere heartfelt appreciation for the generous gift of his time, talents and insights which benefitted the public, the architectural community, and his fellow Utah board members. Hans' leadership, calm demeanor and friendship will be deeply missed.

Entered into the record on June 17, 2016.

AGENDA ITEM 7 NCARB Visiting Team

Visiting Team: Dennis Ward, NCARB President, Kristine Harding, 1VP President Elect and Mike Armstrong, NCARB CEO stopped by the region to answer any questions.

There was a lively conversation regarding Resolution 2016-01 and its perceived benefits and implications.

Chairman Oschwald thanked the visiting team for taking the time to visit the region.

AGENDA ITEM 14 New Business

No new business was discussed.

AGENDA ITEM 15 Old Business

No old business was discussed.

AGENDA ITEM 15 Other

No other business was discussed.

ADJOURN FOR THE DAY

Chair Oschwald adjourned the Region 6 WCARB meeting at 3:57 p.m.