

**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS – WCARB REGION 6
Palisades III, Hyatt Regency Hotel, Jersey City, NJ**

Friday, March 10, 2017

Chairman Jon Baker called the meeting to order at 10:30 a.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 March 2017 Regional Summit – Friday meeting.

AGENDA ITEM 2 **Introductions**

There were many new members in attendance: Catherine Fritz, MBM Alaska; Luanne Urfer, MBM Alaska; Matthew McGuiness, MBM California; Wendy Amann, MBM Colorado; Allison McClintock, MBM Idaho; Mark Glenn, MBM New Mexico; John Morelli, MBM Nevada; Jim Chaney, MBM Oregon; Celestia Carson; MBM Utah and Jill Short, Staff Washington.

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

AGENDA ITEM 3 **Approval of Agenda**

Motion: Scott Harm (WA) moved to approve the agenda. Motion seconded by Terrance White (UT).

Vote: All in favor. Motion passes.

AGENDA ITEM 4 Approval of the Minutes

Motion: Mike Bodelson (NM) moved to approve the minutes from the June 17, 2016 regional meeting in Seattle and the December 6, 2016 Executive Committee meeting. Motion seconded by Nate Waugh (NV).

Vote: All in favor. Motion passes.

Agenda Item 5 Discussion Regarding Proposed NCARB Resolution

Chair Baker turned the floor over to Regional Director Bob Calvani to go over the proposed draft resolution.

Resolution 2017-A: NCARB Bylaws Amendment – Membership Requirements

The membership reviewed the language of the proposed resolution as outlined below:

“SECTION 1. **Requirements of Membership.** The membership of the Council shall be the legally constituted Jurisdiction Boards in good standing. Membership in the Council shall **must** be attained through **approved by** acceptance by the Council Board of Directors **an affirmative vote of not less than two-thirds of all Member Boards.** Application shall be made upon forms furnished by the Council. Every Member Board shall annually provide the Council with the names and addresses of its members, a copy of its law relating to the registration and practice of architecture, a copy of its rules or regulations administering such law, and a roster of all persons registered by the Member Board, and shall pay the annual membership dues. All Member Boards in good standing shall have equal rights.”

FURTHER RESOLVED, that new Sections 2 and 3 be inserted to Article IV of the NCARB Bylaws as follows:

“SECTION 2. **Suspension.** A Member Board will have its membership suspended if it fails to **pay** its dues or other financial obligations to the Council or to its Region in the first 180 days of the Council’s Fiscal Year. The suspension becomes automatic on the 181st day. During any period of suspension, the Member Board shall (i) not be able to participate in or receive any **NCARBsponsored** funding to the Regional Meetings, the Annual Business Meeting, and other special meetings of the Council and (ii) not be permitted to cast a vote of its Member Board. Members of such Member Board shall be eligible for nomination or election as officers or directors of NCARB. A Member Board’s suspension ends when it has satisfied all outstanding financial obligations to the Council or its Region.

SECTION 3. **Suspension of all Services.** If a Member Board fails to satisfy any outstanding financial obligations for a period in excess of 20 months, the Council Board of Directors may terminate all Council services to the Member Board until the financial obligations are met. Services shall be reinstated when the Member Board has satisfied all outstanding obligations to the Council or its Region.”

A lengthy discussion occurred within the region about this proposed resolution. The overwhelming sentiments of the members was that the proposed resolution lacked clarity, was unfair, especially to certificate holders and examination candidates and did not give the NCARB Board of Directors the authority to immediately reinstate member board benefits if the member board pays its late membership dues. NCARB Secretary Bob Calvani was told by the members that the proposed language of the resolution was not clear enough and asked that he report Region 6's concerns to NCARB leadership and suggest the resolution needs further work before it goes before the entire body of member boards.

Agenda Item 6 Regional Director's Report – Jim Oschwald

Jim Oschwald gave a very detailed presentation, welcoming everyone to Newark for the Regional Summit and giving an excellent presentation on the work of the Council. Topics covered included:

- Member Board Program Alignment slide which identified the following information:
 - 53 jurisdictions provide the ARE to examination candidates
 - 51 jurisdictions participate in the AXP streamline
 - 50 jurisdictions allow concurrent AXP and ARE
 - 47 jurisdictions allow alternative paths to the educational requirement
 - 47 jurisdictions mandate continuing education requirements
 - 43 jurisdictions accept the foreign architect certification path
 - 42 jurisdictions accept the AXP portfolio
 - 42 jurisdictions participate in the Canadian MRA
 - 38 jurisdictions require the NAAB accredited degree to meet the education requirement to take the ARE
 - 29 jurisdictions participate in the new New Zealand and Australia MRA
 - 26 jurisdictions require an NCARB certificate for reciprocal registration
 - 28 jurisdictions participate in Direct Registration
 - 13 jurisdictions accept the IPAL, which has 21 programs in 17 schools
 - 10 jurisdictions are sharing data with NCARB
- ARE 5.0 has successfully launched and the Council is working on determining the cut score for each exam. During this initial transitional phase, NCARB is offering incentives to candidates who sit for the exam, such as if they fail they can take it again for free and receive a \$100 gift card.
- ARE 5.0 Cut Score Target Dates:
 - January: Project Planning and Design
 - February: Project Development and Documentation; Project Management and Programming and Analysis
 - March: Project Management and Construction & Evaluation
- The BEA and BEFA programs will be sunsetted pursuant to last year's member board votes on the applicable resolutions that came before the member boards. The new name of the committee that will review these types of applications is Certification Alternate Review Team or CART.
- The Architectural Experience Program Guidelines (AXP) have been updated and are available for download off the NCARB website.
- NCARB's IT team created a free phone app to track AXP hours and is available for all iOS and Android users.

- Acknowledged Region 6 member and incoming NCARB President Greg Erny on being elevated to the AIA College of Fellows. Congratulations to Greg!
- Oschwald spoke about the Regional Director engagement calls and asked members to participate in the calls and share information and matters of interest or concern so that everyone has a voice in the Council.

AGENDA ITEM 6 Chair's/Executive Committee Report – Jon Baker

Chair Baker reported that the Executive Committee has been working on the agenda for this year's Regional Summit as well as the White Paper on the Benefits and Positive Impacts of Regional Membership. Also, a Survey Monkey was sent out to all member board members and member board executives asking the question about a dues reduction so that Region 6 could discuss and decide upon whether a dues reduction is warranted.

AGENDA ITEM 9 Financial Report – Jay Cone

The 2016-2017 budget previously approved by the membership in June 2016 for the fiscal period of October 1, 2016 - September 30, 2017 was provided for review and information purposes. Also provided in the meeting materials was a copy of last year's budget for comparison and information purposes. A copy of the 2016-2017 budget has been appended to this document as Appendix "B."

The Balance Sheet through February 28, 2017 was provided in the electronic agenda packet for the membership. This statement is appended to the end of this document as Appendix "C." The Profit and Loss statement for October 1, 2016 – February 28, 2017 was also provided and it appended to this document as Appendix "D." The Profit and Loss statement for the previous fiscal year of October 1, 2015 – September 30, 2016 was provided as reference and is appended to this document as Appendix "E."

As of February 28, 2017, total assets from both the checking and savings accounts total \$188,585.26. The region is in good financial shape and a discussion about regional dues is reasonable and will be discussed later during the regional meeting.

AGENDA ITEM 10 Brief State Reports

Alaska: MBM Catherine Fritz was in attendance for her first meeting. Former MBE Vern Jones was appointed to serve as the public member for the Alaska Board. The board is happy with the new changes to NCARB's broadly experienced architect program.

Arizona: Hot topic in Arizona is monitoring current legislative issues going on in their state.

California: Nothing new to add aside from the report previously submitted and in the meeting materials.

Colorado: MBM Mary Morissette introduced new MBM Wendy Amann, who was attending her first regional meeting. Colorado is also looking into what changes they will need to make to their laws in order to accept IPAL candidates for licensure.

Guam: The board plans to introduce its updated rules and regulations to the legislature soon. Guam is looking forward to hosting NCARB President Kristine Harding and NCARB CEO Mike Armstrong in a couple of months.

Hawaii: The Hawaii board has one vacancy on the board waiting to be filled. Joyce Noe stated that she was excited to be on the board and enjoys working with her WCARB and NCARB colleagues. The board is still working on updating its administrative rules, including clarifying the AXP requirements.

Idaho: The board has its first public member, Alison McClintock, who is attending her first regional meeting. The board is still working on some miscellaneous rule changes, otherwise everything is pretty quiet in Idaho.

Nevada: The board has a new residential designer board member, John Morelli, who is attending his first regional meeting. The board's joint CEU program with the local AIA is entering its 5th year and is a huge success with the registrants, with over 45% of in-state architects attending each year. 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 license. The board has made significant strides with its outreach program, which is thriving. Also the board is discussing "packaged services," and wondering where this trend is going.

New Mexico: Ray Vigil was elected as the new board chair. Melarie Gonzales was hired as the board's new MBE, replacing Wren Propp. Melarie was unable to attend this regional meeting as she is back in New Mexico working on the board's legislative bills with the legislature. Lastly, the board office relocated.

Oregon: The board has a new MBM, Jim Chaney who attending his first regional meeting. Last year, the Court of Appeals in the State of Oregon released an opinion on an Oregon State Board of Architect Examiners case regarding architectural title violations and architectural practice violations. The Board is appealing the decision to the Supreme Court regarding what constitutes the practice of architecture. NCARB has submitted an amicus brief supporting the board's position. The board also has completely updated its rules and regulations and launched a new online database. Written agreements are now legally required in Oregon.

Utah: The Utah board has a new MBM, Celestia Carson who is attending her first regional meeting.

Washington: The board is monitoring all legislation during the session for anything that may affect them. They are planning a joint meeting with the Oregon board to strengthen regional relationships. The board is also working closely and meeting with the association of building officials, which is going very well.

AGENDA ITEM 11 Discussion and Decision regarding whether Region 6 should amend its dues structure – Ed Marley

Marley told the members that a Survey Monkey asking about the importance of a WCARB Dues Reduction Survey was sent to all Region 6 member board executives and board members in early February. The Executive Committee received 25 responses, the results of which were not conclusive and showed a variety of opinions.

The questions asked were rated on a scale of 1 – 10 (with 10 being most important):

1. How important is a WCARB dues reduction?
2. How important is the amount of the dues reduction?
3. How important is the regional dinner for sharing best practices and discussing resolutions?

4. How important is the regional dinner as an opportunity to speak directly with the WCARB executive board?
5. How important is it that all member board members attend the regional dinner?
6. How important is subsidizing costs for family members/guests at the regional dinner?
7. How important is it for the region to fund the travel for the Executive Board Members to attend the Regional Summit and the NCARB Annual Business meeting?
8. How important are continuing education events at the Regional Summit?
9. Please add any additional comments.

QUESTION	AVERAGE RESPONSE	1	2	3	4	5	6	7	8	9	10	RESPONSES
1. IMPORTANCE OF DUES REDUCTION												25
2. AMOUNT OF DUES REDUCTION												25
3. REGIONAL DINNER - RESOLUTIONS												23
4. REGIONAL DINNER - EXECUTIVE BOARD												25
5. IMPORTANCE OF REGIONAL DINNER ATTENDANCE												25
6. SUBSIDIZE COST OF GUESTS AT REGIONAL DINNER												24
7. EXECUTIVE BOARD TRAVEL FUNDING												25
8. IMPORTANCE OF CONTINUING EDUCATION												23

Comments from the Survey Monkey:

I don't believe we should be engaged in CE. There are a wide variety of opportunities for CE and we should stay mission-focused rather than adding extra attractions

2/8/2017 9:27 AM

The assumption in completing this poll is that 1-not important, 10-most important. While it is very important for regional leadership to attend the Regional Summit and the NCARB Annual Meeting. However, there may be other funding opportunities besides WCARB resources for that to happen. NCARB does fund attendance from each jurisdiction so the jurisdictions can allocate that funded individual on NCARB resources, which the Member Boards are a participating contributor through their dues.

2/4/2017 7:01 PM

If dues are an important issue for participation of some jurisdictions, it would seem reasonable to ask member board members to pay for the regional dinner. i would certainly be OK with that.

2/3/2017 2:12 PM

WCARB is very important to our region and the dues are fair and reasonable for the benefit provided. Thank you all for your leadership and professionalism in bringing our region together and making it stronger.

2/3/2017 11:29 AM

I question reducing the dues, since they help fund travel to the Summit. This helps get more board members there. This is important as the time between individual state board meetings, the summit and national limits the amount of time for face-to-face discussion at the state level.

Mike Bodelson, (NM) asked why the region hadn't spent any money on education? Marley and Baker explained that since the regions have merged into a super-regional meeting with all regions meeting concurrently, the host region has been in charge of providing educational opportunities for all attendees as a way to foster cross pollination and provide the same educational benefits to everyone. Mark McKechnie, (OR) reminded everyone that Region 6 has had many conversations throughout the years that a focus on education is important so that board members and board executives had a defensible reason to attend the meetings and be able to go back to their jurisdictions to share best practices.

George Garlock, (NV) questioned whether it would be appropriate to have a fund to help rescue jurisdictions within the region that are having money problems. Mary Morissette, (CO) told the members that it was very important to be fiscally responsible regarding the dues reduction. She stated that these small regional meetings are essential to be a good board member. The meetings are valuable and the dues amount is money well spent.

Jon Baker told the membership that everything the region spends should be spent for a reason and the Executive Committee is trying to be good custodians of the regional funds. He reminded everyone that at the start of this conversation a couple of years ago, the Executive Committee had polled the other regions regarding dues amounts and reserves. With the exception of Region 5, we were proportionate in dues amount and reserves with the other regions.

Marley presented the spreadsheets showing how drawdowns of reserves would occur with a \$500 and \$1000 per year dues reduction.

It was clear from the Survey Monkey responses that subsidizing guests at the regional dinner was a concern.

Jim Mickey, (NV) wondered if the region could save the money it budgets for educational programs and put on a major education program every six years when it is Region 6's turn to host the Regional Summit?

Catherine Fritz, (AK) asked the Executive Committee if it has a strategic plan to help guide the region? Baker replied that the region does not have a strategic plan and the idea has merit and will be considered.

Mark McKechnie, (OR) asked what about a one-year dues reduction to immediately draw down the reserves? Joyce Young, MBE (CO) said that if they don't pay dues for a year they would have to justify the next time they have to pay, which is not a good scenario.

Baker asked what was the reason for this discussion? Is it reducing dues or drawing down reserves or both?

George Garlock asked if we have proof that a dues reduction will satisfy the concerns? Tian Feng, (CA) cautioned the region about reducing dues and drawing down the reserves too deep because it is very difficult to justify an increase later on and it is important to have good reserves for future programs and services provided by the region. Sian Roberts, (WA) thought it made sense to look at what the region spends but it doesn't make sense to run a deficit over the long term. Jim Mickey suggested the region look into introducing programs to increase the value of the region to its members. He felt by doing this it would create a stronger and better regional voice rather than cutting back to the bone and becoming weaker and apathetic.

Jon Baker asked Melissa Cornelius, MBE (AZ) to discuss her recent letter to NCARB and the Region 6 Executive Committee regarding the Arizona boards' objection to paying regional dues and suggestion to NCARB that regional membership should become voluntary rather than mandatory.

Cornelius provided background information regarding Arizona's written concern that they derive no benefit from regional membership. She explained how Arizona receives its funds and how they are expended. She expressed concern over paying the regional dues when the other national organizations her board belongs to do not charge additional dues for regional membership. She stated that she doesn't think there should be regions anymore; but if regions remain, membership should be voluntary and NCARB could run the regions without additional funds from the jurisdictions.

It was noted that one advantage to having regions with separate funding is that the regions can optimize the benefits of regional interaction with full autonomy. NCARB cannot dictate what meetings or programs it will or will not fund. Also, if regions are to continue having autonomy, someone apart from NCARB must administer and facilitate the business of the regions, which takes money.

Ed Marley told the membership that the Executive Committee was proposing three options to move this agenda item along:

1. Reduce the annual dues amount of \$4000 by \$500 per year;
2. Reduce the annual dues amount of \$4000 by \$1000 per year; or
3. Leave the dues amount as is

Motion: California moved to leave the dues amount as is at \$4000 per year. Washington seconded the motion.

Discussion: George Garlock proposed that the dues amount remain the same but the region starts to draw down the reserves by adding new programs.

Catherine Fritz recommended the Chairman appoint a committee to review the bylaws and the rules to put forward suggestions to the members about adding programs and enhanced member services and/or benefits. She also expressed caution about reducing member dues until the region analyzes what enhanced programs will cost and further suggested that the region develop a strategic plan to help guide them.

Jay Cone said the region should no longer subsidize spouses and guests to attend the regional dinner.

Patrick Bickler, (OR) asked if it would be of any benefit to the jurisdictions to have NCARB bill them for the national and regional dues in one invoice? Arizona thought getting one invoice from NCARB would be helpful.

Vote: All in favor of leaving the annual dues amount as is: Alaska, California, Colorado, Guam, Hawaii, New Mexico, Nevada, Utah and Washington. Vote against leaving dues amount as is: Arizona, Idaho and Oregon. Motion passed.

AGENDA ITEM 12 Discussion and Membership Collaboration on the Draft White Paper on the Benefits of Regional Membership – Jon Baker

Jon Baker explained that the draft white paper had been approved at the last meeting except for finalizing the portion concerning regional dues. Someone suggested that the first sentence in the Regional Dues section of the paper be struck so that the sentence begins with: "The cost of administering the program should continue to be supported . . ."

Baker asked for a motion to approve the draft white paper on the Benefits and Positive Impacts of Regional Membership. He reminded everyone that this is a living document and new ideas regarding how to keep improving the document should be brought forward and incorporated into the document.

Motion: Nevada moved to approve the draft white paper on the Benefits and Positive Impacts of Regional Membership be approved as amended. Seconded by California. Vote: All in favor, motion passed.

The approved version of the white paper:

REGION 6 - WCARB

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

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.

AGENDA ITEM 10 NCARB Visiting Team and Candidate Visits

Candidate Visits:

Sue McClymonds, Region 2, and Alfred Vidaurri, Region 3, are running for the position of NCARB secretary and stopped by WCARB Region 6 to visit, share with the region why they are interested in serving as the Secretary of NCARB and answer any questions.

Chair Baker thanked them for taking the time to visit the region.

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

There were some general concerns expressed about the confusing language in the proposed resolution regarding Membership Requirements. President Harding said she would convey the concerns to the NCARB Board of Directors.

Chair Baker thanked them for stopping by to visit and answer questions about the proposed resolution.

AGENDA ITEM 13 Elections: Nominations – From the Floor

Edward Marley, (AZ) and Sylvia Kwan (CA) are each running for one of the two open positions on the WCARB Region 6 Executive Committee.

Motion: Joyce Noe, (HI) moved to close the nomination for the Executive Committee. Motion seconded by Jim Oswald, (NM).

Vote: All in favor. Motion passes.

Jim Oswald is running for the position of Regional Director.

Motion: Joyce Noe, (HI) moved to close the nomination for the Regional Director. Motion seconded by Jim Mickey, (NV).

Vote: All in favor. Motion passes.

AGENDA ITEM 17 Elections: Regional Director and Executive Committee

Ed Marley, (AZ) and Sylvia Kwan, (CA) ran for the open positions on the WCARB Executive Committee and were elected by acclamation.

Jim Oswald ran for the position of Regional Director unopposed and was elected by acclamation.

AGENDA ITEM 18 Elections: Nominations for Chair, Vice-Chair and Secretary/Treasurer

Chair:

Bob Calvani nominated Jon Baker as Regional Chair.

Vice Chair:

Jay Cone nominated Ed Marley as Vice Chair.

Secretary/Treasurer:

Nate Waugh nominated Jim Mickey as Secretary/Treasurer.

Motion: Nate Waugh (NV) moved to close the nomination for the leadership positions of Chair, Vice Chair and Secretary/Treasurer. Motion seconded by George Garlock (NV).

Vote: All in favor. Motion passes.

AGENDA ITEM 20 Elections for Executive Officers

Jon Baker was elected Chair by acclamation, Ed Marley was elected Vice Chair by acclamation and Jim Mickey was elected Secretary/Treasurer by acclamation.

The WCARB Executive Committee for 2017-18 (effective 7/1/17) is:

Jim Oschwald, (NM) Regional Director
Jon Baker, (CA) Regional Chair
Ed Marley, (AZ) Vice Chair
James Mickey, (NV) Secretary/Treasurer
Scott Harm, (WA) Member
Sylvia Kwan, (CA) Member

AGENDA ITEM 16 WCARB Region 6 Laudatories

There were no laudatories presented at this regional meeting.

AGENDA ITEM 12 Region 6 Leadership Strategies

Jon Baker encouraged all members to participate on the WCARB Executive Committee and other Region 6 committees in order to engage further within the region. He also said that service on NCARB committees is extremely rewarding and stressed how important the work of the committees are and that the Council is a volunteer driven organization.

WCARB members were urged to contemplate new programs and initiatives for the region and bring any ideas forward to the Executive Committee for consideration and discussion at a future meeting.

ADJOURN FOR THE REMAINDER OF THE SUMMIT

The meeting was adjourned at 3:28 p.m and will reconvene at the NCARB Annual Business Meeting on June 23, 2017.

Appendix A:

Region 6 Attendees: March 10, 2017

ALASKA

Luanne Urfer
Catherine Fritz

ARIZONA

Ed Marley
Melissa Cornelius
Patrice Pritzl

CALIFORNIA

Jon Baker
Matt McGuinness
Tian Feng
Sylvia Kwan
Doug McCauley

COLORADO

Mary Morissette
Wendy Amann
Joyce Young

GUAM

Liza Provido
Ray Borja

HAWAII

Mark Ventura
Joyce Noe
Jimmy Kobashigawa

IDAHO

Jay Cone
Allison McClintock
Daniel Mullin

NEVADA

Greg Erny
William Snyder
John Klai
Kim Ciesynski
Jim Mickey
George Garlock
Ann Fleming
John Morelli
Nathaniel Waugh
Monica Harrison
Gina Spaulding (Region 6 Exec)

NEW MEXICO

Bob Calvani
Jim Oswald
Michael Bodelson
Mark Glenn
Tara Rothwell

OREGON

Patrick Bickler
Doug Sams
Jim Chaney
Kristin Wells
Dick Alexander
Mark McKechnie
Maria Brown

UTAH

Terrance White
Celestia Carson

WASHINGTON

Roch Manley
Rick Benner
Scott Harm
Neitha Wilkey
Sian Roberts
Colin Jones
Rick Storvick
Jill Short

APPENDIX B

WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

DRAFT BUDGET OF REVENUE AND EXPENDITURES FOR FISCAL YEAR October 1, 2016- September 30, 2017

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 25.00
Annual Dues:	\$ 48,000.00

TOTAL 2016-17 REVENUE:	\$ 48,025.00
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EXPENDITURES:

Executive Committee Travel	\$ 18,000.00
Education Fund	3,000.00
Meeting Costs	2,500.00
Regional Dinner – March 2017	5,000.00
Executive Director's Pay	15,000.00
Communication, Website & Internet	2,220.00
Printing, Production & Mailing	250.00
Misc (includes annual software expense)	<u>500.00</u>

TOTAL 2016-17 EXPENDITURES:	\$ 46,470.00
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7:26 AM

02/28/17

Cash Basis

WCARB
Balance Sheet Standard
As of February 28, 2017

	<u>Feb 28, '17</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking	89,499.20
Savings	<u>99,086.06</u>
Total Checking/Savings	<u>188,585.26</u>
Total Current Assets	<u>188,585.26</u>
TOTAL ASSETS	<u><u>188,585.26</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	164,761.64
Net Income	<u>23,823.62</u>
Total Equity	<u>188,585.26</u>
TOTAL LIABILITIES & EQ...	<u><u>188,585.26</u></u>

7:28 AM

02/28/17

Cash Basis

WCARB

Profit and Loss Standard

October 2016 through February 2017

	<u>Oct '16 - Feb '17</u>
Income	
Meeting Reimbursement	3,500.00
Interest	11.99
Annual Dues	
Alaska	4,000.00
Arizona	4,000.00
California	4,000.00
Colorado	4,000.00
Hawaii	4,000.00
Idaho	4,000.00
Nevada	4,000.00
New Mexico	4,000.00
Oregon	4,000.00
Utah	4,000.00
Washington	<u>4,000.00</u>
Total Annual Dues	<u>44,000.00</u>
 Total Income	 47,511.99
Expense	
Recurring Software Expense	279.87
Bank Service Charges	50.00
Bd Member Meeting Reimburse...	227.51
Executive Director's Pay	5,000.00
Executive Director's Travel	631.26
Office Supplies	14.90
Internet	332.32
Web Site	<u>337.00</u>
Total Expense	<u>6,872.86</u>
 Net Income	 <u><u>40,639.13</u></u>

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02/28/17

Cash Basis

WCARB

Profit and Loss Standard

October 2015 through September 2016

	<u>Oct '15 - Sep '16</u>
Income	
Meeting Reimbursement	7,000.00
Interest	35.99
Annual Dues	
Alaska	4,000.00
Arizona	4,000.00
California	4,000.00
Colorado	4,000.00
Guam	4,000.00
Hawaii	4,000.00
Idaho	4,000.00
Nevada	4,000.00
New Mexico	4,000.00
Oregon	4,000.00
Utah	4,000.00
Washington	<u>4,000.00</u>
Total Annual Dues	<u>48,000.00</u>
 Total Income	 55,035.99
Expense	
Web Site Development	3,750.00
Recurring Software Expense	396.03
Education	186.91
Regional Dinner Expense	5,239.96
Meeting Planning	1,870.20
Bank Service Charges	50.00
Executive Committee Travel	16,663.54
Bd Member Meeting Reimburse...	7,592.51
Fax and Telephone	820.00
Postage and Mailing	21.00
Executive Director's Pay	15,000.00
Executive Director's Travel	2,613.87
Office Supplies	54.26
Internet	365.64
Computer Equip	2,321.20
Web Site	<u>460.90</u>

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Cash Basis

WCARB
Profit and Loss Standard
October 2015 through September 2016

	<u>Oct '15 - Sep '16</u>
Total Expense	<u>57,406.02</u>
Net Income	<u><u>-2,370.03</u></u>