

WCARB

Western Council of
Architectural Registration Boards
REGION 6

WCARB Region 6 2017 Regional Meeting at NCARB – Boston, MA



The 2017 WCARB Regional Meeting at the NCARB Annual Meeting Fairmont Copley Plaza, Boston, MA

(*denotes voting item)

Friday, June 23 – 12:30 PM

AGENDA

12:30 pm	Delegate Lunch and Regional Meeting	Oval Room
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1:00 pm	1. Meeting Convened by Jon Baker <ul style="list-style-type: none">• Establish Quorum• *Approval of Agenda• Introductions• *Approval of Minutes: 3/10/17 2. NCARB Visiting Team 3. Regional Director's Report – Jim Oschwald 4. Regional Chair's Report – Jon Baker 5. State Reports – Anything New & Important Since March 6. Financial Report – Jay Cone 7. *Review and Approval of 2017-2018 WCARB Budget 8. Review committee structure per the Region 6 bylaws and confirm the need for each and possible need for new committees 9. Preliminary discussion about strategic planning priorities for Region 6 and possible formation of a strategic planning committee 10. 2018 Regional Meeting Discussion – agenda and educational topics? 11. WCARB Laudatories 12. New Business 13. Old Business 14. Other	
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4:00 pm	Adjourn	
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6:00 – 7:00 pm	Regional Receptions – Regions 1 & 6	Oval Room
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**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>

7:32 AM

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>

7:32 AM
02/28/17
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>

WCARB

Western Council of
Architectural Registration Boards
REGION 6

**NCARB Visiting Team
And
Candidates Visits**

WCARB

Western Council of
Architectural Registration Boards
REGION 6

Regional Director's Report
Jim Oschwald, Regional Director

WCARB

Western Council of
Architectural Registration Boards
REGION 6

**Chair's/Executive Committee
Report
Jon Baker, Region 6 Chair**

WCARB | Western Council of
Architectural Registration Boards
REGION 6

State Reports

2017 STATE REPORTS – WCARB REGION 6

Alaska

Board Composition:

The Alaska State Board of Registration for Architects, Engineers and Land Surveyors is comprised of 11 members including two civil engineers, two land surveyors, one mining engineer, one electrical engineer or mechanical engineer, one engineer from another branch of the profession of engineering, two architects, one landscape architect, and one public member.

Statistics

- **602** Active Registered Professional Architects. *1,112 Total Registered Professional Architects since the Board began – 510 are Lapsed or Expired.*
- Multi-disciplinary board, **6,629 total** registered professionals (including Engineers, Land Surveyors, Landscape Architects)
- 701 Firms, **146** of which practice Architecture (some practice many fields).
- **73** based in Alaska/Domestic.
- Examinees: **28** Approved to sit A.R.E.
- Licensed **7** Architects by **Exam** in 2016.

Regulations

- Changed “IDP” to “AXP” – adopted, waiting for Lt. Governor’s signature
- Working on changes to allow a clearer pathway for those without NAAB degrees or NCARB certificates
- May need to update Education Guidelines (currently 2010 publication) if necessary.

Legislation

- **HB48** would extend our Board until 2025 and allow the landscape architect a permanent, voting seat on the Board after 18 years as a temporary position.
- As of February 21, 2017, this bill had moved into House Finance.
- **HB90** would require all licensees (of the State’s 42 programs) to pay an investigation surcharge as part of their fees. The purpose of the Bill is to try to minimize the impact of large investigative fees for Boards with smaller numbers of licensees. For example midwives and big game guides currently pay high licensing fees (approx. \$4000 for a license every 2 years) because these small boards have had many investigations. The high cost is preventing people from obtaining licensure in these professions. HB90 would require all licensees to pay a flat rate investigative fee. The AELS Board is currently watching this bill and are generally not in favor of covering costs for other industries.

Miscellaneous

- Renewal at the end of this year.
- New Executive Administrator, Alysia Jones.
- Our Electrical Engineer served 8 years and recently attended his last meeting so we are looking forward to our new Electrical PE to begin in May.

Arizona

Board Composition

Architects: 2

Non-Architects: 1

Other Licensed Professionals: 7

Licensing Statistics

In State Registrants: Architects 2364

Out of State Registrants: Architects 4350

Brief Overview of Current Issues

Legislative watch for consolidation or deregulation attempts. Bills have been dropped intended to facilitate consolidation of Boards, but no legislation specific to consolidation of the AZBTR under DOA has been introduced at this time.

Current Legislation Related to Architecture

No significant legislation specific to architecture

Miscellaneous

The Board is anticipating a June “go live” date for our new data system. The system will allow for on-line licensing applications and renewals and facilitate license verification processes.

California

Board Composition

Architects: 5

Non-Architects:5

Other Licensed Professionals: n/a

Licensing Statistics

In State Registrants: In-state: 17,241

Out of State Registrants: 3,914 (Out-of-Country: 192)

Brief Overview of Current Issues

Interior Designers – The California Council for Interior Design Certification is engaged in the Sunset Review process. As part of that effort, CCIDC is seeking to expand the definition of Certified Interior Designer. The Board will be considering the matter at its March 2 meeting.

IPAL – The Board remains firmly committed to supporting California’s 3 IPAL institutions and encouraging others to embrace the effort as well.

Continuing Education – The Board is required to prepare a report for the Legislature on the effectiveness of the continuing education program, which addresses accessibility content.

Current Legislation Related to Architecture

AIACC is sponsoring legislation concerning liability for deviation from plans and the definition of construction observation.

There are several bills regarding governance in response the North Carolina case.

Colorado

Board Composition

Architects: 3

Professional Land Surveyors: 3

Professional Engineers: 4

Public: 3

Licensing Statistics

In State Registrants: 3,414

Out of State Registrants: 3,883

Brief Overview of Current Issues

Adopted rules in response to 2016 legislation that provided Retired status for Architects, in order to provide guidelines for reinstating the license.

In 2017, the Board will consider rulemaking on the following:

- Finding efficiencies in the CE process/requirements
- Consider defining and limited use of “Builder’s Set”

Current Legislation Related to Architecture

The Colorado General Assembly will make another attempt to pass edits to current construction defect laws to clarify that a construction professional has the right to receive notice from a prospective claimant concerning an alleged construction defect; to inspect the property; and then to elect to either repair the defect or tender an offer of settlement before the claimant can file a lawsuit seeking damages.

Miscellaneous

None

Guam

Board Composition

Joint Board

- **Board members:** Seven (7) members
 - One (1) Director of Public Works
 - Two (2) registered architects
 - Two (2) professional engineers
 - One (1) professional land surveyor
 - One (1) public member
- **Quorum:** *Not less than* four (4) members, three (3) of whom *shall* be registered.
- **Member Term Duration:** Four (4) years
- **Term limit:** Appointed by the Governor for a term of four (4) years, but *not more than* two (2) consecutive terms. The Board *shall* consist of seven (7) members, at least two (2) being female. To be constituted as follows: the Director of Public Works, five (5) members who *shall* be registered and one (1) Public Member under the provisions. Of

the five (5) registered professional members, two (2) *shall* be registered architects (of which one (1) may be a landscape architect), two (2) *shall* be professional engineers, and one (1) *shall* be a professional land surveyor.

Number of Licensed Architects per NCARB's 2015 Survey

- Total Number of licensed architects per NCARB's 2016 survey = 110
 - In-State = 33
 - Out-of-State= 77

Legislative Activity

- *None*

Updates for Rules and Regulations

- Revisions to draft Rules & regulations completed after 4 years. Next step to Legislature for public hearing.

Disciplinary Actions

- Establishing Rules of Engagement for violations.

Board Updates: Miscellaneous Information

None

Hawaii

Board Composition

Architects: 3 (one vacancy)

Non-Architects: 11

Other Licensed Professionals: 4 - Professional Engineers, 2 - Surveyors, 2 - Landscape Architects

Licensing Statistics

In State Registrants: 1,017

Out of State Registrants: 1,406

Brief Overview of Current Issues

The Board looks forward to a visit by NCARB leadership at its Board meeting in April. The Board continues to work on amending its administrative rules, which includes: (1) amending and adding definitions; (2) clarifying description of a seal or stamp; (3) adding a section on examination misconduct; (4) amending the requirements for licensure via endorsement and examination; (5) amending the provision on re-examination for failure to re-examine for two

consecutive years; (6) amending the lawful experience section; (7) changing the acronym "IDP" to "AXP"; and (8) adding a section on continuing education requirements.

Current Legislation Related to Architecture

None

Miscellaneous

None

Idaho

Board Composition

Architects: 5

Non-Architects: 1 Public member

Licensing Statistics

In State Registrants: 1737

Out of State Registrants:

Brief Overview of Current Issues

None

Current Legislation Related to Architecture

The Board of Architectural Examiners is proposing statute and rule changes in the 2017 Legislature. The proposed statute deals with an applicant's demonstration of proof of exam passage. The proposed rules incorporate the most recent NCARB Certification Guidelines and Rules of Conduct, define three new terms, provide the Board more flexibility when deciding whom may sit for the ARE, clarify license renewal and reinstatement requirements, and clarify who may provide legal services to the Board.

Miscellaneous

None

Nevada

Board Composition:

Architects: 5
Registered Interior Designers: 2
Residential Designer: 1
Public Member: 1

Licensing Statistics

In State Registrants: 730
Out of State Registrants: 2251

Brief Overview of Current Issues

The Nevada State Board of Architecture, Interior Design and Residential Design is in the process of optimizing its website for a mobile version access. As part of its strategic plan, the board also continues to look for more ways to promote educational and public outreach to schools, colleges and other public entities.

The board also plans to hold its 5th continuing education seminar this year in partnership with AIA Nevada to offer an opportunity for our registrants to earn the required 8 CEUs in one day.

Current Legislation Related to Architecture

We are currently monitoring senate bill 69 that was introduced on behalf of Governor Sandoval. It addresses all of our operations by requiring that we adopt regulations facilitating licensure by endorsement and creates a 12-year term limit for all gubernatorial appointees. The board also recently adopted new regulations that allow Nevada interior design candidates with a non-CIDA accredited degree to apply for an alternative path for registration in Nevada.

Miscellaneous

None

New Mexico

Board Composition

Seven Board Members, one of which must be in architectural education in an accredited college of architecture

Architects: Six professional members

Non-Architects: One public member

Other Licensed Professionals: 0

Licensing Statistics

In State Registrants: 690

Out of State Registrants: 1,469

Brief Overview of Current Issues

None

Current Legislation Related to Architecture

Currently the New Mexico Board is proposing amendments to the Architectural Act during this Legislative Session.

Sunset clause is proposed during this Legislative Session to replace a professional board member with an additional public member; along with extending the agency life until 2023.

Miscellaneous

In August 2016 the New Mexico Board had a successful rule hearing.

In 2017 the New Mexico Board opened a Broadly Experienced Architect Pathway to licensure.

The Board appointed Melarie Gonzales as the new Executive Director.

Oregon

Board Composition

Architects: 5

Public Members: 2

Licensing Statistics

In State Registrants: 4166

Out of State Registrants: 1947

Brief Overview of Current Issues

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 voted unanimously to file a petition for review with the Oregon Supreme Court. The Oregon Supreme Court granted the petition for review. The case went before the Oregon Supreme Court in January. The Board is waiting on its ruling.

Current Legislation Related to Architecture

The Oregon State Board of Architect Examiners continues to work on several proposed administrative rule changes. Most of the proposed changes are procedural and are intended to address typos and inconsistent language.

Miscellaneous

The Oregon State Board of Architect Examiners has upgraded to a new online licensure database and portal/website. The new database allows for staff to work remotely in the event of a natural disaster. The system also allows applicants to track the status of their application for registration online, through a unique pin number.

Utah

Board Composition

Architects: 4
Public Members: 1

Licensing Statistics

In State Registrants: 843
Out of State Registrants: 1606

Brief Overview of Current Issues

None

Current Legislation Related to Architecture

None

Miscellaneous

None

Washington

BOARD COMPOSITION:

Washington's Board for Architects is in its 98th year of serving architects. The Governor-appointed board consists of seven members: six architect members and one public member.

LICENSING STATISTICS:

Licensees:

Individuals	2014	2015	2016
Active	6288	6353	6441
Delinquent	1647	1759	1940
Inactive	693	723	743
Retired	663	740	802

Complaints

2014		2015		2016	
Opened	Closed	Opened	Closed	Open	Closed

69	54	62	76	29	42
----	----	----	----	----	----

BRIEF OVERVIEW OF CURRENT ISSUES:

The process for continuing professional development audits was revised to conduct audits prior to license expiration dates. Previously audits were conducted after licensees had already renewed their license. The new process has significantly reduced the number of discipline cases, and streamlined the time to manage audits.

MISCELLANEOUS:

The board partnered with the Washington State Landscape Architect Board and Engineers Board for a joint presentation to the Washington Association of Building Officials (WABO) at their annual training event in Spokane Washington. Representatives from each of the three design boards responded to questions raised by the building officials from across the state.

The board continued its outreach efforts by meeting in different regions around the state as well as meeting on university campuses. Board members met with architecture students at Washington State University, and University of Washington which are the two NAAB accredited degree programs in the state. They also met at Lake Washington Institute of Technology where they interacted with students and heard from a past graduate who recently finished the ARE and received his license.

Upgrades continue to be made to the on-line licensing renewal system, and future upgrades are being developed to allow future candidates for licensure to submit applications including all documentation on line.

Staff were displaced from their offices in October due to facility problems and continue to work out of temporary offices while long term solutions are secured.

WCARB

Western Council of
Architectural Registration Boards
REGION 6

Financial Report
Jay Cone, Secretary/Treasurer

12:02 PM

06/19/17

Cash Basis

WCARB
Balance Sheet Standard
As of June 19, 2017

	<u>Jun 19, '17</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking	67,169.58
Savings	<u>99,095.43</u>
Total Checking/Savings	<u>166,265.01</u>
Total Current Assets	<u>166,265.01</u>
TOTAL ASSETS	<u><u>166,265.01</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	164,761.64
Net Income	<u>1,503.37</u>
Total Equity	<u>166,265.01</u>
TOTAL LIABILITIES & EQ...	<u><u>166,265.01</u></u>

12:00 PM
06/19/17
Cash Basis

WCARB Profit and Loss Standard

September 30, 2016 through June 19, 2017

Sep 30, '16 - Jun 19, ...

Income	
Meeting Reimbursement	7,000.00
Interest	23.69
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	4,000.00
Total Annual Dues	<u>48,000.00</u>
Total Income	55,023.69
Expense	
Recurring Software Expense	279.87
Regional Dinner Expense	10,441.20
Bank Service Charges	50.00
Executive Committee Travel	8,536.96
Bd Member Meeting Reimburse...	4,915.68
Executive Director's Pay	10,000.00
Executive Director's Travel	1,464.56
Office Supplies	14.90
Internet	664.64
Web Site	337.00
Total Expense	<u>36,704.81</u>
Net Income	<u><u>18,318.88</u></u>

12:08 PM
06/19/17
Cash Basis

WCARB
Profit and Loss Standard
September 30, 2015 through September 30, 2016

	<u>Sep 30, '15 - Sep 30, ...</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	4,000.00
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	460.90
Total Expense	<u>57,406.02</u>
Net Income	<u><u>-2,370.03</u></u>

DRAFT
WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS

DRAFT BUDGET OF REVENUE AND EXPENDITURES FOR
FISCAL YEAR October 1, 2017- September 30, 2018

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 35.00
Annual Dues:	\$ 48,000.00

TOTAL 2017-18 REVENUE: \$ 48,035.00

EXPENDITURES:

Executive Committee Travel	\$ 18,000.00
Education Fund	2,500.00
Meeting Costs	2,500.00
Regional Dinner – March 2018	6,500.00
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 2017-18 EXPENDITURES: \$ 47,470.00

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

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

WCARB

Western Council of
Architectural Registration Boards
REGION 6

**Review Committee Structure
per Region 6 Bylaws relative to
WCARB Committees**

WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS BYLAWS

ARTICLE I: NAME

The name of this organization is the WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS - REGION 6 of the NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS.

ARTICLE II: DEFINITIONS

- a) "Western Region" or "WCARB" shall mean the Western Council of Architectural Registration Boards which is one of six established geographic regions of The National Council of Architectural Registration Boards.
- b) "Council" or "NCARB" shall mean The National Council of Architectural Registration Boards.
- c) "Chair" shall mean the WCARB Chairperson.
- d) "Executive Committee" shall mean the WCARB Executive Committee.
- e) "Member" shall mean a WCARB Member Board, representing one of the various jurisdictions within WCARB as established by NCARB.
- f) "MBE" shall mean the Member Board Executive of a WCARB Member Board.
- g) "Annual Meeting" shall mean The Annual Education Workshops and Business Meeting of WCARB.
- h) "Delegate" shall mean a Member Board Member attending an official meeting of WCARB.
- i) "Official Delegate" shall mean the Designated Voting Delegate or the Member Board Chairperson of a WCARB Member Board.
- j) "Regional Director" shall mean the official WCARB representative to the NCARB Board of Directors.

ARTICLE III: MISSION

- (a) The mission of the Western Region shall be to collaborate as a conference of Member Boards to protect the public's health, safety, and welfare by participating in the development of effective regulations and exemplary standards for the practice of architecture.

(b) The Western Region and its Members shall:

- 1) Serve as a trusted resource for intern development, licensing, registration data and regulatory information,
- 2) Advocate the elimination of impediments to reciprocity,
- 3) Promote recognition of the architect as the primary building professional qualified to protect the public's health, safety, and welfare through enhancing the quality and sustainability of the built environment.
- 4) Value diversity of opinion and representation, and
- 5) Identify and review issues of current and future regulatory concern that may affect the practice of architecture.

(c) Through the Western Region the Members shall maintain collaboration and communication with other Members within the Region. Members shall join together to participate in the work of NCARB and to provide leadership for NCARB. Individuals who are members of Member Boards are encouraged to similarly support NCARB.

(d) The Western Region shall pursue its objectives in the most efficient, diligent, and fiscally responsible manner possible. Our pursuit shall be governed by core values of cooperation, integrity, and accountability.

ARTICLE IV: DOMAIN

The domain of the Western Region shall cover the jurisdictions of the Members assigned to the Western Region by the NCARB Bylaws.

ARTICLE V: MEMBERSHIP

a) The membership of the Western Region shall be composed of the Members assigned to the Western Region by the NCARB Bylaws. No Delegate may participate in the work of the Western Region if their respective Member, although current with NCARB dues, is not current with all dues owed to the WCARB.

b) Any WCARB Member may resign upon submittal of written notification from the Member Chair to the WCARB Chair. Said resignation shall be communicated to the business office of each other member Board and to the NCARB within ten days of receipt by the WCARB Chair. Resignation shall be effective thirty (30) days following the date of receipt of the notice from the Member by the WCARB chair.

ARTICLE VI: MEETINGS OF THE WESTERN REGION

a) The Annual Meeting shall occur annually at a date established by the Members/Executive Committee; this meeting shall be open to all Delegates of all Members as well as the MBE of each Member. The purpose of the meeting shall be election of the Executive Committee, participation in

Education Workshops, nomination of a Regional Director, and transaction of other business that may properly come before the meeting.

b) A meeting, consisting of one or more sessions, shall be held in conjunction with the NCARB Annual Meeting.

c) Each Member shall send at least an Official Delegate to the meeting of the Western Region. Regardless of the number of Delegates representing each Member, each Member shall have one vote. Each Member shall identify the Official Delegate at the roll call of the meeting.

d) A quorum shall be a majority of the Members of the Western Region.

e) Voting by absentee ballot shall not be allowed.

f) If the Official Delegate is absent from any portion of the meeting, the Official Delegate shall declare to the Chair of the meeting another Delegate of the same Member Board as Alternate. An MBE shall be allowed to act as either Official Delegate or Alternate when so designated by their Board Chair in writing, and approved by the WCARB Chair.

g) All meetings shall be conducted in accordance with Robert's Rules of Order, Latest Edition.

h) Special meetings may be called by the Chair with the concurrence of a majority of the Executive Committee members.

ARTICLE VII: EXECUTIVE COMMITTEE

a) The Executive Committee of the Western Region shall be composed of five voting members - a Chairperson, a Vice Chairperson, a Secretary/Treasurer and two members. The five voting Executive Committee members shall be elected by majority vote of Members present at an Annual Meeting of WCARB. The Regional Director and the WCARB Executive Director shall serve as ex officio non-voting members of the Executive Committee.

b) Executive Committee members shall be elected for a term of two years, three members to be elected in even numbered years and two members in odd-numbered years, to assure management continuity. A nominee for the Executive Committee must be a current active member of the nominee's respective Board. New Executive Committee Members shall assume office immediately following the adjournment of the next Annual Meeting of NCARB. A member of the Executive Committee who is no longer a member of their State Board may complete their elected term of service on the Executive Committee.

1. The Chair, Vice Chair, and Secretary/Treasurer shall be elected, by majority vote of Members present at the Annual Meeting of WCARB, from among the membership of the Executive Committee who will be in office immediately following the adjournment of the next Annual Meeting of NCARB. Their term of office will commence immediately following the next Annual Meeting of NCARB.

- 1.1 Any candidate running for the Executive Committee shall have the opportunity to address the membership. In the event of a tie in an election for a position on the Executive Committee, the candidate shall have the opportunity to readdress the membership, followed by another caucus of the membership. This process shall repeat until a winner is declared.
 2. The Chair of the Executive Committee shall exercise general supervision over the affairs of WCARB and shall perform all the duties required by these bylaws or delegated by the Executive Committee. The Chair shall preside at every meeting of the Western Region and of the Executive Committee and shall appoint all committees.
 3. The Secretary/Treasurer shall review the minutes and financial statements prepared by the Executive Director and shall present such at the annual meeting.
 4. In the absence of the Chair, or in the event the Chair position is vacated, the Vice Chair shall preside and perform all the duties of the Chair.
 5. In the absence of both the Chair and the Vice Chair, the Secretary/Treasurer shall preside and perform all the duties of the Chair.
 6. In the event of a vacancy in the Vice-Chair position, the Executive Committee shall elect, from the Executive Committee, a Vice-Chair to serve the remainder of the vacated term of office.
 7. In the event of a vacancy in the Secretary/Treasurer position, the Executive Committee shall elect, from the Executive Committee, a Secretary/Treasurer to serve the remainder of the vacated term of office.
 8. The Chair shall serve as the official representative of WCARB to the NCARB Annual Meeting.
 9. The Chair shall serve as the official representative to the NCARB Regional Leadership Committee.
 10. In the event of a vacancy on the Executive Committee, the Executive Committee shall elect a member to serve the remainder of the vacated term of office.
- c) The Executive Committee of the Western Region shall administer the affairs of the Western Region; shall put into effect all general policies, directions and instructions adopted at any meeting of the Western Region where a quorum is present, and shall act for the membership of the Western Region in all matters within the limits of authority granted to the officers and Executive Committee by these Bylaws. Executive Committee members shall be reimbursed for their expenses relative to WCARB activities, in accordance with the Region's Rules.
- d) Removal of an Executive Committee Member:

1. A member may be removed from the Executive Committee after two unexcused absences from any regularly scheduled WCARB meetings.
2. A majority vote by the Executive Committee members present at the next meeting is required to remove a member from that committee.

e) Term limits for Executive Committee Members:

1. An Executive Committee member shall serve no more than two (2) consecutive two-year terms. Appointment to fill a vacancy on the Executive Committee shall not be counted against the limit of two consecutive terms.
2. An otherwise qualified candidate who has previously served on the Executive Committee and completed the maximum number of consecutive terms may stand for election following a two-year absence from the Executive Committee.

f) Meetings of the Executive Committee:

1. Meetings of the Executive Committee shall be held on-call by the Chair or a majority of the Executive Committee members, with a minimum of one meeting per year in addition to the Executive Committee Meetings held in conjunction with the Western Region and National Council Annual Meetings. This additional meeting shall be set as determined by the Executive Committee for planning of the next Annual Meeting. When practical, this meeting shall be held at the site of the upcoming Annual Meeting.
2. Attendance by three voting members of the Executive Committee shall constitute a quorum.

ARTICLE VIII: EXECUTIVE DIRECTOR

- a) The Executive Committee of the Western Region shall appoint an Executive Director who shall serve as an ex officio, non-voting member of the Executive Committee. The Executive Director need not be a member of a member board of the Western Region.
- b) The Executive Director shall be responsible for all the clerical work, including financial matters, pertaining to the business of the Western Region, in cooperation with the Executive Committee, and prepare and forward all invoices, receive all moneys and deposit same in the name of the Western Region in a bank approved by the Executive Committee, and assist in the planning and program details of all meetings and conferences. The Executive Director shall record and distribute minutes of all WCARB and Executive Committee meetings. The Executive Director shall be delegated the authority to write checks on the WCARB account(s) by the Executive Committee. In the absence of the Executive Director or if the check writing authority of the Executive Director has been limited in any way by the Executive Committee, the Chair shall have check writing authority.

c) The Executive director shall serve at the will of the Executive committee. The Executive Committee shall conduct an annual review of the performance, duties, and compensation of the Executive Director.

ARTICLE IX: WESTERN REGION REGIONAL DIRECTOR

a) A nominee for the Director of the Western Region shall be selected annually by majority vote of Members present at the Annual Meeting of WCARB, and shall assume office following confirmation at the Annual Meeting of NCARB. The Western Region Director shall serve no more than three (3) consecutive one-year terms. Appointment to fill a vacancy of the Director shall not be counted against the limit of three consecutive terms.

b) If a nominee for Director has made a declaration as a candidate for NCARB office prior to the WCARB Annual Meeting, an Alternate Nominee shall be selected by a majority vote at an election to be held immediately following the vote for Director. If the nominee for Director is subsequently elected to NCARB office at the NCARB Annual Meeting, the Alternate Nominee shall assume the position of Director.

c) In the event the Western Region Directorship is vacated for any other reason than for that described under b), the Chair shall serve the remainder of the term, and shall vacate the position of Chair of the Western Region.

d) The Western Region Director shall serve as an ex-officio, non voting member of the Executive Committee.

ARTICLE X: COMMITTEES

a) The following standing committees shall be chaired by a member of the Executive Committee:

1. The Elections Committee shall serve to approve credentials of Official Delegates, and to oversee the elections.
2. The Resolutions Committee shall propose resolutions, review and compile resolutions proposed by Members for consideration, compose laudatory resolutions if needed, and present resolutions at any meeting.
3. The Education Program Committee shall create and facilitate the Education Workshops for delegates and MBE's when they are held at the Annual Meeting. The Vice Chair shall chair the Education Program Committee, along with three volunteers from the general membership.

b) The Chair may appoint special committees or task forces as approved by the Executive Committee. Special committees or task forces report and recommend to the Executive Committee.

ARTICLE XI: FINANCES

a) Shall be subject to the Rules.

b) All records of the Western Region, including records of finances, shall be open to Members upon request. A Member requesting copies of records shall compensate the Western Region for reasonable and customary charges for reproduction and distribution.

ARTICLE XII: RULES OF THE REGION

The Western Region shall adopt reasonable rules necessary for the administration of these Bylaws. These rules shall be adopted by majority vote at a meeting of the Western Region and amended in the same manner.

ARTICLE XIII: INDEMNIFICATION

Except as provided below, the Western Region shall indemnify in full, current or former WCARB Directors, Chairs, Executive Committee Members, Executive Directors, or members of a WCARB committee against expenses, including attorney's fees, and against the amount of any judgment, money decree, fine or penalty, or against the amount of any settlement deemed reasonable by the WCARB Executive Committee, necessarily paid or incurred by such person in connection with or arising out of any claim made, or any civil or criminal action suit or proceeding of whatever nature brought against such person, or in which such person is made a party, or in which such person is otherwise involved, by reason of being or having been such Director, Chair, Executive Committee Member, Executive Director, or member of a WCARB committee. No indemnification shall be provided for any person with respect to any matter as to which such person shall have been adjudicated in any proceeding to have acted recklessly, to have been grossly negligent, or to have engaged in intentional misconduct. If such person has not been so adjudicated, such person shall be entitled to indemnification unless the Western Region Executive Committee decides that such person did not act in good faith in the reasonable belief that his or her action was in the best interests of the Western Region. Expenses incurred of the character described above may, with the approval of the Executive Committee, be advanced by the Western Region prior to the final disposition of the action or proceeding involved, whether civil or criminal, upon receipt of an undertaking by the recipient to repay all such advances if such person is adjudged to have acted recklessly, to have engaged in intentional misconduct, or if the Executive Committee decides that such person is not entitled to indemnification.

The Western Region shall have the power to purchase insurance on behalf of any person who is or was a Director, Chair, Executive Committee Member, Executive director, or member of a WCARB committee, against any liability incurred by such person in any such capacity, or arising out of that person's status as such, whether or not the Western Region would have the power to indemnify that person against such liability under this Article or otherwise.

Any rights of indemnification hereunder shall not be exclusive, and shall accrue to the estate of the person to be indemnified.

Any other present or former employee or agent of or for the Western Region and any person who at the Western Region's request is or has been serving as a director of another corporation may be indemnified in like manner by vote of the Executive Committee.

ARTICLE XIV: BYLAW AMENDMENTS

- a) These Bylaws may be amended at any meeting of the Members of the Western Region, provided that a notice stating the purpose of each proposed amendment and the reason for it is sent to every Member not less than 60 days prior to the date of the meeting at which this proposed amendment is to be voted.
- b) A two-thirds vote of the Members present shall be necessary to amend these Bylaws.

HISTORY:

Adopted 2/29/64	Revised 6/20/01
Revised 2/24/66	Revised 6/25/03
Revised 3/07/73	Revised 3/19/05
Revised 3/08/75	Revised 3/24/07
Revised 3/09/84	Revised 6/20/07
Revised 6/27/84	Revised 6/19/09
Revised 3/08/85	Revised 6/21/13
Revised 3/15/86	Revised 3/07/14
Revised 3/14/87	Revised 6/20/14
Revised 3/31/90	
Revised 3/06/93	
Revised 3/20/99	

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Architectural Registration Boards
REGION 6

Strategic Planning Discussion

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REGION 6

**2018 Regional Meeting
Discussion**

Agenda & Educational Topics?

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**WCARB Region 6
Laudatories**

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REGION 6

New Business

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Architectural Registration Boards
REGION 6

Old Business