

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

Saturday, November 3, 2018

Roll Call:

Ed Marley, Chair, AZ
Scott Harm, Vice Chair, WA
James Mickey, Secretary/Treasurer, NV
Corey Solum, Member, UT
Sylvia Kwan, Member, CA
Gina Spaulding, Region 6 Executive Director

Also in Attendance:

Jim Oschwald, Chair Strategic Planning Task Force (SPTF), NM
Doug Sams, Member SPTF, OR

Approval of the Agenda:

Motion: Jim Mickey (NV) moved to approve the agenda. Motion seconded by Sylvia Kwan (CA). **Vote:** All in favor. Motion passes.

Presentation from Strategic Planning Task Force for Executive Committee input and direction

Jim Oschwald, Committee Chair updated the Executive Committee on the work of the strategic planning task force. It was discussed that a draft of the strategic plan will be presented to the membership at the Regional Summit in March 2019 with the idea that it can be adopted by the members in June 2019 at the NCARB Annual Business meeting.

Chair's Report:

Ed Marley briefed the Executive Committee about the Regional Leadership Committee (RLC) meeting that he and Spaulding had attended in Nashville on August 22-26, 2018. The RLC is comprised of all six regional chairs and execs and the NCARB 1VP and NCARB staff. The focus of the committee is to develop the plenary sessions and overall agenda for the Regional Summits and to collaborate on ideas for workshops for the NCARB annual business meetings.

The focus of the RLC meeting was going through and finalizing the agenda for the Regional Summit in Nashville, TN on March 7-9, 2019. NCARB will mark its 100 year centennial and the NCARB community will begin to celebrate it during the Regional Summit in March 2019. While acknowledging the kickoff of the Centennial celebration, the Summit will remain focused on Regional issues and dialog with limited National agenda items.

2019 Regional Meeting Planning:

The Executive Committee worked to develop the agenda for the 2019 WCARB Regional Meeting and discussed at length the major issues that are currently under discussion within the region.

The Executive Committee noted that the Northern Marianas had rejoined the region, bringing the number of jurisdictions in Region 6 to thirteen.

It was suggested that since there was another dues paying member joining the region that the issue of annual Region 6 member dues amounts should be revisited with the membership. After discussion, it was decided that the Executive Committee will suggest that the member dues be decreased from \$4,000 per year to \$3,500 per year. With the addition of our new member, the Northern Marianas, the reduction of annual regional income will be only \$2,500 per year.

A discussion about the regional reserves resulted in the Executive Committee reaffirming its desire to use the reserves to develop meaningful educational programs and other resources for the members of Region 6. The strategic plan will help to inform the region how this will be accomplished. It was suggested that a financial strategy for the region would be helpful. Marley will form another committee under the direction of the Secretary/Treasurer to develop a financial strategy in line with the strategic plan to be discussed and approved by the membership during the regional meeting in June 2019 meeting at the NCARB Annual Meeting in Washington DC.

The Executive Committee directed Spaulding to ask when board members are terming out on future state reports to assist the region in drafting member board member and executive laudatories.

Marley noted that the agenda for the overall Regional Summit was very full but wanted to see if there would be an opportunity at the next meeting to have a new member breakfast to answer questions and get to know the new members.

Discuss regional dues billing cycle:

Spaulding asked the Executive Committee if it would consider changing the member dues cycle from the current calendar year to a fiscal year so that the WCARB Region 6 member dues annual cycle will align with NCARB's. Making this change will allow member jurisdictions to receive one bill from NCARB for both NCARB and WCARB member dues which might help with those jurisdictions that have to go through extra hoops to get the regional dues approved by their budget directors. The Executive Committee agreed to place this item on the agenda at the Regional Summit in March 2019.

Discuss whether we want to have NCARB present a Licensing Advisors Forum for Region 6 independent of the Regional or Annual business meetings

The Executive Committee liked the idea of arranging this type of meeting in the future if the membership is interested in having a Licensing Advisors Forum somewhere in Region 6 at a future date. This item will be placed on the June 2019 regional meeting agenda for member discussion and decision.

2019 Regional Dinner in Nashville, TN:

Spaulding told the Executive Committee that the Regional Execs had visited many restaurants in Nashville looking for regional dinner spots for all the regional dinners. Martins BBQ Joint was selected as the location for the 2019 WCARB regional dinner and \$65 was set as the price for guests who attend the regional dinner. There is no charge for members to attend as it is a benefit of membership.

Educational programming at the Regional Summit:

The Executive Committee directed Spaulding to reach out to Dale Atkinson to have him give a presentation to the members at the 2019 Regional Summit discussing the current legal climate with regards to regulation as well as board member code of conduct.

Motion: Scott Harm (WA) moved to allocate up to \$5,000 for professional fees and travel costs for an educational seminar by Dale Atkinson for the members at the 2019 Regional Summit. Motion seconded by Sylvia Kwan (CA). **Vote:** All in favor. Motion passes.

WCARB Committees:

The current standing committees are:

- Strategic Planning Task Force
- Bylaws & Rules Committee
- Education & Programs Committee

Marley suggested that the Executive Committee also form a Resolutions & Laudatories Committee at the Regional Summit and solicit committee representation for all the committees and task forces at that time as well. He also thought it would be a good idea for Executive Committee members to serve on each of the standing committees as a liaison and to ensure continuity from year to year.

Corey Solum offered to serve as liaison to the Bylaws committee. Scott Harm will be the liaison to the Education and Programs Committee. Sylvia Kwan will serve as the liaison to the Resolutions and Committee. The Executive Committee will ask one of the new members that will be elected to the Executive Committee to serve as the liaison to the Strategic Planning Task Force.

Elections at 2019 Regional Meeting:

Each year, the region elects a new regional director, a position currently held by Jon Baker. Baker has indicated that he will be running for NCARB Secretary and will not be seeking another term as Regional Director.

Jim Mickey told the Executive Committee that he was thinking about running for the Regional Director position.

There will be two open positions on the Executive Committee currently held by Ed Marley and Sylvia Kwan. Spaulding will check the timeline to see whether Marley is termed out or able to run for another term. If Marley is termed out, he will run for the Regional Director position. Kwan is on her first term and indicated that she will seek another term on the Executive Committee. If Jim Mickey is elected as the Regional Director someone will have fill the last year of his term as he is in the first year of his second term.

New Business:

The Executive Committee will give Spaulding a performance and salary review within the next 60 days if possible. If the 60-day timeline is not workable for the Executive Committee, the review will be held at the March Regional Summit.

The meeting was adjourned at 4:30 p.m. by Chair Marley.