

**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF ARCHITECTURAL  
REGISTRATION BOARDS – WCARB REGION 6  
Symphony “E”, JW Marriott Nashville, Nashville, TN**

**Friday, March 8, 2019**

Chairman Ed Marley called the meeting to order at 10:45 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  
Northern Mariana Islands - present  
Oregon – present  
Utah – present  
Washington – present

All 13 member states and jurisdictions were present and represented at the March 2019 Regional Summit – Friday meeting.

**AGENDA ITEM 2    **Introductions****

There were new members in attendance: Bret Bullough, MBM Utah; Stacey Hatfield, Nevada Board staff; Erica Ceder, MBM Oregon; Mari Karnowski, Oregon Board staff; Roy Reyes, MBM Northern Marianas; Jorano Taitano, MBM Northern Marianas, and Esther Fleming, MBE Northern Marianas.

The new members of WCARB Region 6, especially new returning member jurisdiction Northern Marianas, were warmly welcomed with a standing ovation.

**AGENDA ITEM 3    **Approval of Agenda****

**Motion:** Corey Solum (UT) moved to approve the agenda. Motion seconded by Catherine Fritz (AK).

**Vote:** All in favor. Motion passes.

#### **AGENDA ITEM 4    Approval of the Minutes**

**Motion:** Mary Morissette (CO) moved to approve the minutes from the June 29, 2018 regional meeting in Detroit, MI. Motion seconded by Scott Harm (WA).

**Vote:** All in favor. Motion passes.

#### **Agenda Item 5    Regional Director's Report – Jon Baker**

Jon Baker welcomed everyone to Nashville for the Regional Summit and gave a summary on the work of the Council. Baker welcomed the Northern Marianas back to Region 6.

Topics discussed included:

- The NCARB Strategic Plan has been updated and will be released in the next month. It focuses on facilitating licensure; re-looking at programs and services to boards to see if NCARB can offer more assistance on matters relevant to boards and jurisdictions.
- NCARB has also been maximizing value for member boards by adding resources to assist boards with advocacy, especially when boards are dealing with threats to licensure.
- Efforts are being made to facilitate additional collaboration with collaterals (ASCA, NAAB and NCARB).
- The ARC will happen this summer – the forum will focus on the conditions of accreditation criteria.
- The IPAL program is starting to bear fruit – Florida just graduated three students under the IPAL program and California has at least one IPAL student getting ready to get licensed once he finishes the program.
- NCARB has been developing tools to assist member board executives to evaluate continuing education courses submitted by registrants during the course of an annual audit.
- Baker told the members about LINEUP, a new NCARB program which is exploring new income streams for the Council which will hopefully help bring down costs for member boards.
- Housekeeping: The Council is undergoing a three year cycle to review all NCARB policies and procedures both internal and external.
- The Model Law task force is reviewing the Model Law in an effort to reorganize it more efficiently.
- The 100 year Centennial will be coming up in June and NCARB has been developing a book for member boards that contains a 100 years of NCARB history.
- Other NCARB initiatives include improving the relationship with AIA as continuing education is a sticking point between NCARB and the AIA.
- Interior design regulation is still being discussed and several boards report that interior designers are seeking regulation in their jurisdictions.

- Baker 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.

Baker asked if anyone had any questions about his report. Doug Sams, MBM OR, asked what was up with the next Practice Analysis? Baker replied that it would be starting up next year. Jim Cheney, MBM OR, asked if the "intern" title was still an issue. Baker responded that it wasn't an issue to his knowledge. Sylvia Kwan, MBM CA, reported that her state board in California was working with the California building officials (CALBO) and the interior designers to explore possible regulation in California. Catherine Fritz, MBM AK, said that the Alaska board is dealing with interior designers seeking registration also.

## **AGENDA ITEM 6    Chair's/Executive Committee Report – Ed Marley**

Chair Marley welcomed the new members. Marley told the members that with the NCARB Centennial happening this year, WCARB was looking at its history and in reviewing the first few sets of minutes found a couple fun facts such as the first Regional budget was \$200 per year (\$175 in checks and \$25 in stamps). Also, more importantly, Region 6 developed the first universally used site examination in the early 1960's which was used within the region.

Marley reported that the Executive Committee had met in person in Las Vegas in November 2018 and again via telephone call in January 2019 to finalize meeting details for today's regional meeting. Also, following today's meeting, the Executive Committee will give the Region 6 executive director a performance evaluation.

The Strategic Planning Task Force continues to work on the regional strategic plan and will give an update today during the meeting.

Marley indicated that he will continue the current three standing committees: a) Strategic Planning Task Force; b) Education and Program Development Committee and c) Bylaws & Rules Committee and will add two more committees: d) Financial Strategies and e) Resolutions and Laudatories which he will be asking for committee volunteers during the meeting.

In closing, he told the members that he, Scott Harm and Gina Spaulding will be hosting a new member breakfast meeting on Saturday morning at 7:30 a.m. to answer any questions new members might have from today's meeting or the Regional Summit in general.

## **AGENDA ITEM 7    Strategic Planning Update – Corey Solum**

Corey told the members that he would present the work of the committee as committee chair Jim Oschwald was not able to attend the Regional Summit. The current committee members are Jim Oschwald, NM, Chair, Corey Solum, UT; Catherine Fritz, AK; and Doug Sams, OR.

First, he went over the timeline of events, noting that the committee first met in November 2017 and subsequently had several in person and telephonic meetings to discuss the plan. The work of the committee to date will be presented to the members today in a PowerPoint and going forward the intended timeline will be that the draft strategic plan will be finalized by the

first of June and presented to the Executive Committee for review. The committee will present the final plan to the members in June 2019 with overall implementation planned for January 2020.

Solum went through the slides reviewing what the members had identified as the the SWAT analysis (strengths, weaknesses, opportunities and threats).

The three areas of focus are:

1. Educate: Create regional meeting programs related to board members and executives and have the programs approved for HSW continuing education credit.
2. Collaborate: Share best practices around licensing, enforcement, regulation and reciprocity. Promote communication within the region.
3. Influence: Encourage service on committees. Encourage serving in leadership positions. Develop resolutions for improved program effectiveness.

Next steps for Strategic Plan Implementation:

1. Overlay with Bylaws. Review draft Strategic Plan with adopted Bylaws and identify needed amendments.
2. Overlay with Committees: Review draft Strategic Plan with WCARB committees, then align committee work with adopted Strategic Plan.
3. Overlay with Board (Executive Committee) Review draft Strategic Plan with region's rules, policies, operations and budget, then develop tools to utilize and maintain the adopted Strategic Plan.

Overall schedule:

- Finalize draft Strategic Plan by June 1, 2019; distribute to the region.
- Present draft Strategic Plan to WCARB members during June 2019 National NCARB meeting.
- Schedule reviews of Bylaws and Committees through end of 2019.
- Begin using Strategic Plan in January 2020; adopt in March 2020 at Regional Summit, along with bylaw amendments.

Solum was asked to go back and take the members through a deeper dive into the SWOT Analysis and background work of the committee. Fritz stated that one thing not discussed is what brought us here – history of the region and how we got to where we are now should be added to the Strategic Plan.

## **AGENDA ITEM 8    Financial Report – Jim Mickey**

The 2018-2019 budget previously approved by the membership in June 2018 for the fiscal period of October 1, 2018 - September 30, 2019 was provided in the meeting materials for review and information purposes. Also provided in the meeting materials was a copy of last year's budget for comparison and information.

The Balance Sheet through February 16, 2019 was provided in the meeting materials for the membership.

Also provided:

- The Profit and Loss statement for October 1, 2018 – February 16, 2019
- The Profit and Loss statement for the previous fiscal year of October 1, 2017 – September 30, 2018

As of February 16, 2019, total assets from both the checking and savings accounts total \$181,125.10. The region is in good financial shape.

**Agenda Item 9 Discussion and Membership input requested regarding changing and billing the member dues from a calendar year to a fiscal year to coordinate with NCARB's dues schedule**

Chair Marley said that the Executive Committee had been made aware that several jurisdictions were having trouble getting approval to pay the regional dues from their department heads and/or budget directors. Other regions have solved this problem by aligning their dues schedule to coincide with NCARB's and having NCARB bill the national and regional dues in one invoice to each jurisdiction. Currently, when NCARB bills the jurisdiction for the national dues they include a detailed justification statement of services they provide which helps get approval for payment of the dues.

Currently, WCARB dues are on a calendar year from January through December. Region 6 would need to change the dues schedule from a calendar year to a fiscal year (July through June) and have NCARB bill the regional dues along with the national dues when they send the dues invoices out to the state boards each May.

Marley told the members that they will vote on changing the member dues schedule to align with NCARB's at the June meeting in Washington DC. If the vote passes, it will take effect in July 2020.

Also, if the vote passes, Spaulding will not send out member renewal invoices in October 2019; instead they will come from NCARB in May 2020 for the member dues that are due July 1, 2020.

**AGENDA ITEM 10 Discussion and membership input requested regarding amending the annual member dues amount**

Chair Marley again welcomed new member jurisdiction Northern Mariana Islands back to WCARB Region 6. He told the members that the addition of another dues paying jurisdiction brought up the question if it would be a good time to see if a dues reduction of \$500 per year would make sense for the regional budget.

Current dues are \$4,000 per year and the annual income from 12 jurisdictions in WCARB is \$48,000. Now that the region has 13 jurisdictions with the addition of the Northern Mariana

Islands the current annual income for the region going forward will be \$52,000 if a dues reduction of \$500 per year is not implemented. If the dues are reduced by \$500 per year the annual income for the region will be \$45,500.

Scott Harm, WA, Vice Chair, suggested that the specific question be asked of the regional MBEs for this topic to get additional input. It's hard to reduce the dues amounts only to have to increase them later. He would rather see the region work harder to increase the value of the regional meetings. Mary Morrissette, MBM CO, concurred that it would be good to develop more resources for the region, as \$500 is not a significant reduction.

Marley told the members that they would vote in June on whether to reduce the annual dues amount from \$4,000 to \$3,500 per year.

## **AGENDA ITEM 11      **WCARB State Reports****

Marley asked members to present their state reports.

**Alaska:** Fritz reported that the current political climate in Alaska is strange. Financial issues abound. A new governor was elected on a no new taxes platform and his budget that was presented thrashed the state budget, including a 40% cut to the K-12 education budget. Some progress to report that is board related is that all new registrants by examination and by comity require the NCARB certificate.

**Arizona:** Pritzl reported that there is no legislation specific to architects, but several bills intended to create a waiver to licensure, a lesser level of regulation, create challenges to licensure and challenges to Board findings following a hearing. The Board has obtained legislative support for an endorsement bill to facilitate AZ licensure for architects registered in other states, and there a separate bill requiring licensing agencies to grant reciprocity to individuals licensed in other states.

**California:** Kwan said California has a new Governor and everything is quite interesting. They have recently underwent a successful sunset review and were asked if they would consider having the board become a multi-disciplinary board by adding the Landscape Architects to their board, so they will see how that turns out. Their Strategic Plan was completed this year, which is a process that is updated every three years. Finally, California is updating its laws pertaining to written contracts.

**Colorado:** Morrissette stated that Colorado has become a very blue state with a new democratic governor and a democratic majority in both the house and the senate. Colorado recently enacted the ability for the board to issue cease and desists disseminated by law enforcement. They still are having tremendous amounts of discipline of their registrants with regards to continuing education reporting. Registrants have to show outcomes rather than simply prove attendance and this is proving to be very challenging.

Chair Marley told the members that the Candidates for National Office were here at the WCARB Regional meeting, and asked that the remaining state reports be tabled until later in the day.

## **Candidate Visits**

The Executive Committee asked the two candidates from Region 6 to visit the members to answer any questions and ask for their support in the coming elections.

Bob Calvani, New Mexico, current Second Vice President and candidate for First Vice President addressed the members. He said that NCARB serves two customers: the state boards and the certificate holders. NCARB continues to look for ways to increase value for the Certificate, to increase revenue and try to reduce fees to member boards. Several programs are looking at changes such as the ARE 5.1 and the AXP. Changes are coming to the NAAB program and the Practice Analysis will be coming next year.

Jon Baker, California, current Region 6 Regional Director and candidate for NCARB Secretary addressed the members. He stated that he's been in professional practice for 40 years and has been involved with NCARB and WCARB for the past 14 years. He told the members that he was interested in seeing balance integrated with education and practice and is looking forward to new challenges.

**AGENDA ITEM 12 Educational Seminar by Dale Atkinson: Discussions on the current legal landscape and Board Member Code of Conduct**

Dale Atkinson, who received his law degree from Northwestern School of Law, Portland, Oregon, is the sole managing member of the Northbrook Illinois law firm of Atkinson and Atkinson LLC, which represents various associations of regulatory boards.

Mr. Atkinson represents associations in all matters relating to their operations as not for profit corporations, including regulatory activities, education and accreditations, disciplinary actions, model legislation and applications, and all phases of the development and administration of licensure examination programs, licensure transfer programs, licensure credentials verification and storage. He is a frequent speaker before these association clients as well as other regulatory groups and also produces numerous writings on these subjects for publications.

Mr. Atkinson also serves as the Executive Director of FARB, a not for profit association whose full members consist of associations of regulatory boards, which facilitates cross-profession interaction, provides educational programs for board members, staff, investigators and attorneys related to regulation in the interest of public protection.

Mr. Atkinson's presentation will be posted to the WCARB website following the meeting.

**AGENDA ITEM 13 Committee Member Solicitation**

Marley asked for member volunteers for the following committees:

Education/Program Committee:

1. Scott Harm, Washington MBM
2. Jim Mickey, Nevada MBM
3. Tara Rothwell, New Mexico MBM
4. Alysia Jones, Alaska MBE

Bylaws and Rules Committee:

1. Neitha Wilkey, Washington MBM
2. Mark Glenn, New Mexico MBM
3. Catherine Fritz, Alaska MBM

Strategic Plan Task Force:

1. Jim Oswald, New Mexico MBM
2. Catherine Fritz, Alaska MBM
3. Doug Sams, Oregon MBM

Finance Committee:

1. Tara Rothwell, Secretary/Treasurer, New Mexico MBM
2. Ray Vigil, New Mexico, MBM
3. Rick Benner, Washington, MBM

Resolutions & Laudatories Committee:

1. Sian Roberts, Washington, MBM sroberts@millerhull.com
2. Tara Rothwell, New Mexico, MBM trothwellclark@gmail.com

Gina Spaulding will staff all the committees.

**AGENDA ITEM 15      NCARB Visiting Team**

Dave Hoffman, NCARB President, Terry Allers, NCARB 1VP, Mike Armstrong, CEO and NCARB staff: Mary de Sousa, Josh Batkin, Guillermo Ortiz De Zarate and Andy McIntyre were present.

Hoffman asked for people to sign up for the NAAB Accreditation Team so that NCARB can build a bigger pool of volunteers to work from.

Celestia Carson, MBM UT, asked what NCARB is doing to promote diversity on the NCARB Board? There was a conversation about elevating more diverse folks, especially women to the NCARB board. Hoffman said that it is up to the individuals, along with their boards and their regions to elect diverse people, including women, to the NCARB board.

**AGENDA ITEM 16      Elections: Nominations – From the Floor**

Ed Marley turned the next portion of the Elections over to Vice Chair Scott Harm as he is running for the position of Regional Director.

Harm called for nominations from the floor for the position of Regional Director.

Daniel Mullin, MBM ID, nominated James Mickey for Regional Director, seconded by Neitha Wilkey, MBM WA.

Neitha Wilkey, MBM WA, nominated Ed Marley for Regional Director, seconded by Corey Solum.

**Motion:** Bill Snyder (NV) moved to close the nomination for the Regional Director. Motion seconded by George Garlock (NV).

**Vote:** All in favor. Motion passes.

Sylvia Kwan, (CA), Tara Rothwell (NM), and Catherine Fritz (AK) are each running for one of the two open positions on the WCARB Region 6 Executive Committee.

Scott Harm (WA) nominated Catherine Fritz to serve on the Executive Committee, seconded by John Kerr (AK).

Marry Morrisette (CO) nominated Tara Rothwell to serve on the Executive Committee, seconded by Neitha Wilkey (WA).

Jon Baker (CA) nominated Sylvia Kwan to serve on the Executive Committee, seconded by Scott Harm.

**Motion:** Bill Snyder (NV) moved to close the nomination for the Executive Committee. Motion seconded by George Garlock (NV).

**Vote:** All in favor. Motion passes.

## **AGENDA ITEM 16    Nominee Speeches: Regional Director and Executive Committee**

Regional Director: Ed Marley and Jim Mickey each addressed the members and gave their reasons for wanting to continue serving the region as the next regional director.

Members: Sylvia Kwan, Catherine Fritz and Tara Rothwell each addressed the members and discussed their backgrounds and why they wanted to serve the region as members of the Executive Committee.

## **AGENDA ITEM 17    Elections: Regional Director and Executive Committee**

*(The Election Committee consisted of Kristin Wells, MBM OR and Ray Vigil, MBM NM.)*

Regional Director: Ed Marley (AZ) was elected by ballot.

Executive Committee: Sylvia Kwan (CA) and Tara Rothwell (NM) were elected by ballot.

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

*(The Election Committee consisted of Kristin Wells, MBM OR and Ray Vigil, MBM NM.)*

### **Chair:**

Catherine Fritz (AK) nominated Scott Harm as Regional Chair, seconded by Bert Yumol (HI).

**Vice Chair:**

Jon Baker (CA) nominated Sylvia Kwan as Vice Chair, seconded by Scott Harm (WA).  
Bret Bullough (UT) nominated Corey Solum as Vice Chair, seconded by Scott Harm (WA).

**Secretary/Treasurer:**

Mary Morrisette (CO) nominated Tara Rothwell as Secretary/Treasurer, seconded by Mark Glenn (NM).

**Motion:** Bill Snyder (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**

Scott Harm was elected Chair by acclamation, Sylvia Kwan was elected Vice Chair by ballot and Tara Rothwell was elected Secretary/Treasurer by acclamation.

The WCARB Executive Committee for 2019-20 (effective 7/1/19) is:

Edward Marley, (AZ) Regional Director  
Scott Harm, (WA) Regional Chair  
Sylvia Kwan, (CA) Vice Chair  
Tara Rothwell, (NM) Secretary/Treasurer  
Jim Mickey, (NV) Member  
Corey Solum (UT) Member

Calvani commented that he was happy to see diversity for the WCARB elections and that he hoped it would continue.

**AGENDA ITEMS 21 & 22: Old Business/New Business**

State Reports will be continued at the June meeting in Washington DC.

Ed Marley 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 4:28 p.m and will reconvene at the NCARB Annual Business Meeting in Washington DC on June 21, 2019.

## **Appendix A**

### **WCARB Meeting**

**Nashville, TN**

**Attendees March 8, 2019**

#### **ALASKA**

Catherine Fritz  
John Kerr  
Alysia Jones

#### **ARIZONA**

Ed Marley  
Patrice Pritzl

#### **CALIFORNIA**

Jon Baker  
Sylvia Kwan

#### **COLORADO**

Mary Morissette

#### **GUAM**

Ray Borja  
Mark Ruth

#### **HAWAII**

Sandra Matsushima  
Bert Yumol  
Marc Ventura  
Brian Fujiwara

#### **IDAHO**

Allison McClintock  
Daniel Mullin  
Lizzie Kukla

#### **NEVADA**

Kim Ciesynski  
William Snyder

George Garlock  
Greg Erny  
James Mickey  
Monica Harrison  
Stacey Hatfield  
John Morelli  
Gina Spaulding (Region 6 Exec)

#### **NEW MEXICO**

Tara Rothwell  
Ray Vigil  
Mark Glenn  
Melarie Gonzales

#### **NORTHERN MARIANAS**

Roy Reyes  
Jorano Taitano  
Esther Fleming

#### **OREGON**

James Robertson  
Doug Sams  
Kristin Wells  
Erica Ceder  
Lisa Howard  
Mari Karnowski  
Don Eggleston  
Dick Alexander  
Jim Chaney

#### **UTAH**

Bret Bullough  
Corey Solum  
Celestia Carson

#### **WASHINGTON**

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