

**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS – WCARB REGION 6
Chinese Ballroom, Mayflower Hotel, Washington DC**

Friday, June 21, 2019

Chairman Edward Marley called the meeting to order at 1:00 p.m.

AGENDA ITEM 1

Roll Call:

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

All member states and jurisdictions except Guam were present and represented at the June 2019 Region 6 Regional meeting at the NCARB Annual Business Meeting.

Introductions:

There were six new members in attendance: Laura Zuniga, MBE California, Brian Fugiwara, MBM Hawaii, Rann Haight, MBM Idaho, Lizzie Kukla, MBE Idaho, Lisa Howard, MBE Oregon and Erica Ceder, MBM Oregon, Gary Linnebach, Staff, Oregon and Carmen Wyckoff, MBM Arizona. Region 6 was happy to welcome former Region 6 member and NCARB Past President Ken Naylor to its meeting.

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

Approval of Agenda:

Motion: Nilza Serrano (CA) moved to approve the agenda. Motion seconded by Tara Rothwell Clark (NM).

Vote: All in favor. Motion passes.

Approval of the Minutes:

Motion: Nilza Serrano (CA) moved to approve the minutes from the March 8, 2019 regional summit in Nashville, TN. Motion seconded by Corey Solum (UT).

Vote: All in favor. Motion passes

AGENDA ITEM 3 Executive Committee/Chair's Report – Ed Marley

Marley gave a quick overview of the past years' work which included planning the recent Regional Summit in Nashville. Also, significant discussion about aligning the dues calendar with NCARB's and giving members the option of having NCARB bill both national and regional dues will be discussed. Finally, the issue of "Value of Regions" and "Dues" have been continuously discussed since 2015. There will be an opportunity for members to vote on whether to keep dues at the same level or for a dues reduction later in the meeting.

Marley gave an overview of the progress of the committees. Much progress has been made on the Strategic Planning Task Force and said that Task Force Chair Jim Oswald would give the membership an update later in the day.

AGENDA ITEM 4 Financial Report – Jim Mickey

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

AGENDA ITEM 5: Discussion and decision regarding changing and billing the member dues from a calendar year to a fiscal year to coordinate with NCARB's dues schedule

Chair Marley told the members that the issue of regional dues had been discussed at almost every meeting since the topic was introduced by Arizona in 2015 and hopefully today's discussion resolve the matter. Some of the jurisdictions in Region 6 have trouble getting approval to pay the regional dues. The Executive Committee thought it would be beneficial to see if NCARB would be willing to bill the regional dues at the same time it bills for the national dues. The national dues are on a fiscal year cycle from July through June of each year whereas the current Region 6 dues cycle are on a calendar year from January through December of each year. A vote in favor of changing the billing date to align with NCARB's billing cycle will effectively give every jurisdiction in the region six free months of membership as they will not receive a dues invoice in October 2019; instead the billing invoice will be sent out by NCARB in May 2020.

A general discussion on the matter ensued.

Motion: Scott Harm (WA) moved to approve amending the billing cycle for Region 6 to align with NCARB's and to give the jurisdictions the option of having NCARB send the bills for both the national and regional dues in one invoice. Motion seconded by Corey Solum (UT).

Vote: All in favor. Motion passes.

AGENDA ITEM 6: Discussion and decision regarding reducing the annual member dues amount from \$4,000 to \$3,500 per year

Chair Marley directed members to review the spreadsheets he had prepared. One showed no dues reduction and the other was a \$500 dues reduction and capping the regional dinner subsidy to \$4,000 per year.

Members expressed concern about the drawdown of reserves progression over ten years that would completely eliminate all regional reserves. Members also didn't like the regional dinner cost cap of \$4,000, which would require all members to pay to attend the regional dinner along with their guests. Currently the regional dues include the regional dinner for the member only without additional cost.

A spirited discussion ensued regarding whether or not to reduce the annual dues and the potential ramifications of such. Various ideas such as offering an early bird discount, giving a rebate, temporary-rather than permanent reduction were discussed and discarded due to many boards having strict financial policies and concerns with any type of temporary dues. Consensus was that there are many ways to draw down dues that will benefit regional members without permanently reducing member dues only to have to raise dues again in another nine or ten years, such as beefing up the educational component of the meetings and offering programs that help the board members and executives become better regulators.

Arizona said it would abstain from the vote. Catherine Fritz requested that members table voting on the dues reduction until after they hear the Strategic Planning Task Force report on the strategic plan.

AGENDA ITEM 10 Strategic Plan Update

Task Force Chair Jim Oschwald gave an overview of the WCARB Strategic Plan Chronology:

WCARB formed a Strategic Plan Task Force in June 2017 during the annual NCARB gathering in Boston, MA. Jim Oschwald was appointed Task Force Chair by WCARB Chair, Jon Baker.

The purpose of the Task Force was to draft a Strategic Plan to guide the activities and financial priorities of the WCARB Board and its members.

Meetings began in November 2017 with Task Force members Doug Sams, Catherine Fritz and Corey Solum working with Jim Oschwald. The initial organizing meeting was held in Las Vegas in the office of WCARB Executive, Gina Spaulding, who provided significant support to the Task Force. Two additional in-person meetings, and several telephone meetings were used by the Task Force to develop materials that became integral to this draft Strategic Plan.

The Task Force's work included reviewing WCARB bylaws, gathering Strategic Plan documents from other organizations, and identifying the issues, concerns and interests of WCARB members. There was also extensive discussion about the amount and type of engagement discussion that would be needed by WCARB members and WCARB Executive Committee to

develop a Strategic Plan that truly reflected the needs and interests of WCARB. It was agreed that multiple opportunities for input by individuals and the WCARB Executive Committee would be sought at venues such as the regional meeting and NCARB annual meeting, and that other possibilities might include informal surveys, small discussion groups and interfacing with other WCARB committees.

The draft Strategic Plan is the result of the Task Force's work to date, and included significant input and review from WCARB members and the Executive Committee in a variety of forums. As stated in the bylaws, WCARB's mission is:

"...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."

The Strategic Plan is organized around three primary principles that fulfill this mission:

Educate: It is essential that WCARB Board members and Executives stay abreast of contemporary regulatory and legal issues, and expand individual knowledge related to all aspects of architectural practice so as to exemplify professional continuing education and lifelong learning.

Collaborate: One of WCARB's greatest strengths is its multi-faceted diversity. Sharing information and best practices among the 13 jurisdictions of the region benefits all boards and members, and strengthens understanding of many unique aspects of culture, politics, ethnicity, gender and architectural practice.

Influence: WCARB is committed to being an actively involved region of NCARB for the purpose of promoting the practice of architecture through the licensing of qualified individuals. Encouraging service on committees, growing leadership and communicating important regional issues will ensure that the region's work remains relevant and effective.

Draft Overall Schedule:

- Finalize DRAFT Strategic Plan by June 2019
- Present DRAFT to WCARB members during June 2019 NCARB meeting
- Schedule reviews with Bylaws, Committees, and Board thru 2019
- Begin using Strategic Plan in January 2020; adopt in March 2020 at Region Summit, along with bylaw amendments

Jim Oswald suggested that the WCARB Bylaws be amended to add "Leadership Development and Training" to the Mission Statement.

AGENDA ITEM 6: Discussion and decision regarding reducing the annual member dues amount from \$4,000 to \$3,500 per year

Task Force member Catherine Fritz expounded upon the draft Strategic Plan and discussed how it might affect future WCARB Region 6 budgets, especially with educational programs and increased committee participation.

For purposes of discussion, Fritz made a motion to support the dues reduction of \$500 per year. No support for the motion. Fritz withdrew the motion.

Motion: Tara Rothwell Clark (NM) moved that the WCARB Region 6 dues amount remain at \$4,000 per year for jurisdictions. Motion seconded by Nilza Serrano (CA).

Vote: All in favor except Arizona, who abstained. Motion passes.

AGENDA ITEM 7 Review and Approval of 2019-20 WCARB Budget

Two draft budgets for fiscal year October 1, 2019 – September 30, 2020 were presented to the membership for review and decision. One budget reflected a dues reduction and a cap on the regional dinner and the other did not. Members stated that they would approve the budget without the dues reduction and regional dinner cap.

Motion: Tara Rothwell Clark (NM) moved to approve the draft budget with no dues reductions for the 2019-20 fiscal year. Motion seconded by Nilza Serrano (CA).

Vote: All in favor. Motion passes.

AGENDA ITEMS 8 Discussion and decision to update the Region 6 Rules

Since the dues reduction did not pass, the only amendment to the Region 6 Rules will be to change Section 6.2 income as follows:

6.2 Income

6.2.1 Member Board annual basic dues shall be \$4,000. An optional supplemental travel assessment in increments of \$100 may be requested to be billed to any WCARB Member in accordance with Rule 7. Basic and supplemental dues shall be received by the Executive Director no later than ~~January~~ **July** 1 of each year.

Motion: Tian Feng (CA) moved to approve the proposed changes to Section 6.2 of the Region 6 Rules. Motion seconded by Neitha Wilkey (WA).

Vote: All in favor. Motion passes.

AGENDA ITEM 2 Regional Director's Report – Jon Baker

Jon Baker provided a regional director report, welcoming everyone to DC for the 2019 NCARB Annual Business Meeting and Centennial and giving an excellent overview on the current work of the Council.

Baker briefly covered the following topics:

1. NAAB Accreditation Forum Planning
 - a. Review of draft documents
 - i. 2020 Conditions for Accreditation

- ii. 2020 Procedures for Accreditation
- iii. ARF Steering Committee Report
 - 1. How can accreditation contribute to transforming the future of architecture education and practice?
 - 2. Nine Research Topics: Alt. Career Paths to Knowledge Acquisition.
 - 3. 16 Ideas Explored: Accredited of 4-yr degrees to Cert. of CC programs.
- 2. Line-Up Software Venture
 - a. Governing Documents, Licensing agreements
 - b. Financial projections & BD strategies
- 3. Strategic Plan Refresh – Issued last month
- 4. NCARB Resiliency – Exam Security – Business continuity exam development
- 5. Collaboration with collaterals
 - a. AIAS – Studio culture, arch educ., licensure, & AXP
 - b. NAAB & ARF Task Force – Pres Elect Barbara Sestak
 - c. Model Law Task Force – Up-dating content & format
- 6. NCARB performance numbers
 - a. Cert holders 45K – increase 3%
 - b. Record holders 115K – increase 1%
 - c. Gender equity – New record holders – 45% male / 55% female
 - d. New licensee retention – 97%
 - e. Customer service requests – 55% increase – overwhelming staff
- 7. Program Investment
 - a. Educ – Pro-Practice Tool Kit & Training Program
 - b. Exam – Bus. Cont. Exam / Practice Analysis / Bias Review
 - c. Exp - Enhanced Supervisor Tools / Bias Review
- 8. Member Initiatives
 - a. State Licensing System Support
 - b. CE Tracking & Auditing
 - c. Advocacy & Outreach
- 9. Public Opinion Research
 - a. 67% - Believe regulation protects the public
 - b. 74% - Believe licensure protects the public
 - c. 88% - Believe architects should be regulated (94% after learning the process)
 - d. 82% - Rank architects 3rd behind doctors & lawyers (as a Professional Class)
 - e. 61% - Believe Architects should be licensed (45% believe doctors should be licensed)

AGENDA ITEM 9 State Reports

Marley asked members to present their state reports.

Alaska:

Brief Overview of Current Issues

- Issues with inconsistent/ incomplete submissions to verify compliance with continuing education requirements
- Continue to communicate with Interior Designers about the Alaska Interior Designer Registration Initiative

Current Legislation Related to Architecture

There are a couple bills that staff are monitoring including:

- House Bill 76 relating to a state residential code, while not within the board's jurisdiction, following the Anchorage Earthquake on November 30th and presentation at May 2019 board meeting by ... responsibility to review report and consider whether the exemptions need to be changed for high risk zones.
- House Bill 93 and Senate Bill 11 regarding Military Spouse Courtesy License – temporary courtesy licenses for certain nonresident professionals – produce a report describing expedited application procedures, progress in implementing regulations to accommodate the needs to military spouses, outreach to military community about the licenses. Authorized to issue temporary licenses.

Miscellaneous

Updates to 12 AAC 36.060 Eligibility for Architect Examination and Registration, 12 AAC 36.061 Architect Education Requirements, 12 AAC 36.103 Architect by Comity, 12 AAC 36.105, and 12 AAC 36.110 Arctic Requirement went into effect March 28, 2019. The purpose of the updates were:

- Align terminology with language used by the National Council of Architectural Registration Boards
- Update architect by comity regulations
- Provide clarification on requirements for engineer registration by comity related to the disciplines added in 2012 and structural engineering
- Address obsolete seismic requirement

In January 2019, the board established an arctic engineering/ norther design committee to review course materials and provide recommendations on criteria for the courses going forward. The Committee plans to meet this summer and provide an update to the board at their August 1-2, 2019 meeting.

The board recently conducted a fee analysis in preparation for upcoming renewal at the end of this year and the decided to implement a penalty fee for late renewal and offer an extension (31 day grace period) for continuing education for a fee.

Board Members Terming out in 2019 : There are no board members scheduled to term out in 2019, however public member and former AELS Executive Administrator Richard "Vernon" Jones resigned on March 1, 2019.

Philip Schneider was appointed on March 1, 2019 and resigned on May 17, 2019. The public member seat is currently vacant.

Arizona:

Brief Overview of Current Issues

Lack of direction for implementation of new statutes that impact the application process. One size fits all legislation requires a Board action without providing time for the Board to write and process rules and without having sufficient structure built into the legislation to determine intent.

Current Legislation Related to Architecture: The legislature has adjourned.

Board Members Terming out in 2019: Seven out of our nine Board members will have termed out in July 2019 without a replacement being appointed. All continue to serve second and third, even fourth terms due to lack of new appointments.

California

Brief Overview of Current Issues

- Regulations in process to:
 - Amend California Code of Regulations (CCR) section 154 to reduce the required wait time between test retakes for the California Supplemental Exam, from 180 days to 90 days.
 - Amend CCR 152.5 to allow the executive officer (EO) to delegate to a designee, such as the assistant executive officer or the enforcement program manager, the authority to hold an informal conference with a cited person and make a decision to affirm, modify, or dismiss a citation.
 - Amend CCR section 154 to update existing Disciplinary Guidelines.

Current Legislation Related to Architecture

AB 5 (Gonzalez) presumes a worker is an employee, rather than an independent contractor, unless a hiring entity satisfies a three-factor test, and exempts from the test certain professions, including architecture.

Sb 608 (Glazer) extends the sunset date for the California Architects Board and requires it to fingerprint new applicants for licensure, in order to conduct a criminal background check.

Miscellaneous

- During FY 17/18, the Board revoked two licenses, one of which has the revocation stayed and the license was then placed on probation.
- During FY 17/18, the Board received 380 complaints against architects, applicants and individuals for potential violations of the Architects Practice Act.
- During FY 17/18, the Board issued 54 citations and assessed \$36,000 in administrative fines for violations.

Colorado

Within the last six months the Board has broken up the professions to discuss updating the laws and rules. The architects are focusing on the continuing education "proof of retention" requirement to see if they can eliminate the language in the law that requires the registrant to prove they have retained the materials learned in continuing education courses so that the entire continuing education process can be simplified.

Guam

No report

Hawaii

Brief Overview of Current Issues

The Board is presently going through the rules amendment process which proposes to clarify the continuing education ("CE") requirements for architects' license renewal. These amendments include specifics for the CE courses, clarifies the requirements for compliance, and proposes language to request for a waiver or modification of the CE requirements.

The Board continues to discuss rule amendments to the entire chapter basically to clarify and amend language to conform with updates on the national level, such as the NCARB IDP / AXP training requirements, direct registration, etc. The last rules amendment was in April 2013.

Idaho

In 2017 the Governor requested registration boards to ensure registration barriers were removed. There were two Executive Orders issued by the Governor: one, the "Red Tape Reduction Act" which required for every one law amended or added, two other laws must be eliminated.

Idaho is also dealing with Sunrise and Sunset reviews.

Nevada

Brief Overview of Current Issues

The Board in partnership with AIA held its annual continuing education seminar this year to offer an opportunity for our registrants to earn the required 8 CEUs in one day. The seminar is offered in Reno and Las Vegas and it's been well-received by our Nevada registrants since its inception.

In an effort to increase public, educational and professional outreach, the Board's PIO visited several technical schools, college programs, building departments and career fairs based on the new outreach plan implemented by the Board almost a year ago and our recently updated strategic plan.

Nevada is happy to announce that the Board is celebrating its 70th year anniversary of its creation as a Practice/Title act by the Nevada Legislature in 1949.

Current Legislation Related to Architecture

As the last day of the 2019 Nevada Legislative Session approached, the Senate Concurrent Resolution 6 (SCR6) was adopted and will be effective on June 2, 2019. SCR6 directs the Sunset Subcommittee of the Legislative Commission to conduct an interim study concerning professional and occupational licensing boards and report back the results of the study to the Director of the Legislative Counsel Bureau. The Senate Concurrent Resolution 6 will affect all professional and occupational licensing boards regulated under title 54.

Board Members Terming out in 2019: All three seeking re-appointment

Kimberly Ciesynski, Chair – Registered Interior Designer
William Snyder, Architect
John Morelli, Residential Designer

John Klai, Architect-Board Member, resigned from his position to pursue other endeavors. The effective date is June 30, 2019.

New Mexico

Brief Overview of Current Issues

- New Mexico's Broadly Experienced Pathway to Licensure
- New Mexico has a new Governor, changed parties. The interior design law was vetoed by the Democratic Governor.
- There have been several staff changes

Miscellaneous

Mr. Robert (Bob) Calvani, Second Vice President, is in candidacy for First Vice President/President-elect of NCARB Board of Directors.

Current Chair, Ms. Tara Rothwell is on the Executive Committee, WCARB; Region 6 effective July 1, 2019.

Board Members Terming out in 2019

Tara Rothwell and Mark Glenn, terms expire on June 30, 2019 and Geoffrey Adams, Educator member.

Northern Mariana Islands

No real issues going on in CNMI currently.

Oregon

Brief Overview of Current Issues

The Board recently updated its Rules. Some key changes include: removed the ARE application, added written contract requirement, changed firm stamping requirements.

Current Legislation Related to Architecture

HB 3030 (enrolled): temporary registration for spouse of member of Armed Forces.
SB 855: study manner in which immigrants or refugees become authorized to practice.

Board Members Terming out in 2019

James Robertson will complete his third and final term in January of 2020. Jim's expertise, guidance, calm demeanor, depth of knowledge and long-term history will the Board will be missed.

UTAH

Not too many issues going on right now in Utah. The issue of deregulation is the main concern.

Washington

Brief Overview Of Current Issues:

Work continued on a project to replace the licensing and compliance systems managed by the Department of Licensing. By the fall of 2019, architects will be among the first of 45 professional licensing groups to be rolled over onto the new system.

Miscellaneous:

The board continued its outreach efforts by meeting in different regions around the state as well as meeting on university campuses. In addition to meeting with NAAB accredited programs, Board members met with staff and students from the architectural programs at community colleges, technical schools and high schools to learn about their programs and answer questions about licensing.

Current Legislation Related To Architecture:

HB 1148 – Updating Washington’s architect registration law to align experience requirements with national standards. This bill approved by the legislature and signed into law by the Governor will be effective July 28, 2019. The bill eliminates language requiring a three year structured intern program replacing it with language referencing a structured program as determined by the board. The Board is currently drafting rule language to support the new law.

AGENDA ITEM 14 WCARB Region 6 Laudatories

Laudatories for departing Region 6 members were presented and read into the record:

Jay Cone

Whereas architect Jay Cone of Idaho, has served as a valued member of the Idaho Bureau of Occupational Licensing for the past ten years;

Whereas Jay has served as the chair of the Idaho Board twice and served two terms from 2013 -2017 on the WCARB Executive Committee. Jay has participated for many years on various NCARB exam writing, grading and other committees. His hard work and insight enriched the Idaho board and the WCARB and NCARB communities.

Whereas Jay’s sense of humor, quiet insight, calm demeanor and stories and pictures of his twin boys will be dearly missed;

It is therefore resolved that we express our sincere heartfelt appreciation for the generous gift of his time, talents, and insights which benefited the public, the architectural community, WCARB, NCARB and his fellow Idaho Board members.

James Robertson

Whereas architect Jim Robertson of Oregon, has served as a valued member of the Oregon State Board of Architect Examiners for twelve years;

Whereas Jim has served as the Oregon Board Chair and served as the delegate to WCARB and NCARB meetings for the past twelve years. Jim participated for many years on various NCARB exam writing, grading and other committees.

Whereas Jim's expertise, guidance, depth of knowledge, attention to detail, calm demeanor, depth of knowledge and long term history will be dearly missed;

It is therefore resolved that we express our sincere heartfelt appreciation for the generous gift of his time, talents, and insights which benefited the public, the architectural community, WCARB, NCARB and his fellow Oregon Board members.

John Klai

Whereas architect John Klai of Nevada, has served as member of the Nevada State Board of Architecture, Interior Design and Residential Design for twenty years,

Whereas John has served as the Nevada Board Chair, chaired several board subcommittees and participated for many years on numerous NCARB exam writing, grading and other committees.

John also served on the WCARB Executive Board for two terms as well as participated as a Nevada architect delegate to the NCARB and WCARB meetings for two decades; and

Whereas John was inducted into the College of Fellows in 2015 and received an Honorary Doctorate of Humane Letters in 2018 from NDSU and his extensive community service over the past three decades has enriched the state of Nevada immeasurably;

It is therefore resolved that we express our sincere heartfelt appreciation for the generous gift of his time, talents, and insights which benefited the public, the architectural community, WCARB, NCARB and his fellow Nevada Board members.

Vern Jones

Whereas public member Richard "Vern" Jones of Alaska, has served as a valued public member of the Alaska State Board of Registration for Architects, Engineers and Land Surveyors for three years and as its Member Board Executive for the previous eight years;

Whereas Vern's commitment to the mission of the Board and his long-time knowledge of the development and changes in Alaska's licensing regulations made him a revered participant at every board meeting.

Whereas Vern's calm demeanor, respectful consideration of opinions different than his own and willingness to collaboratively resolve issues for the greater good of all design professionals made lasting contributions to the Board and to Alaska's design professionals. And whereas Vern's legacy with the Board also includes his quiet sense of humor and love of a good steakhouse.

It is therefore resolved that we express our sincere heartfelt appreciation for the generous gift of his time, talents, and insights which benefited the public, the architectural community, WCARB, NCARB and his fellow Alaska Board members.

The members of Region 6 thanked the members for their service to the region and gave them a standing ovation.

AGENDA ITEM 12 2020 Regional Meeting Discussion – agenda and educational topics?

Possible future educational program topics:

- Supervisors for AXP
- Supervisor support for Region 6
- Board member training
- New board member orientation
- Suggestion to bring in an “addictionist” due to uptick in chemical and mental health dependency by design professionals. FARB addresses this topic and it would be good for the region to address it

AGENDA ITEM 10 NCARB Visiting Team

Visiting Team: Terry Allers, NCARB President, Bob Calvani, 1VP President Elect and Mike Armstrong, NCARB CEO and other NCARB staff stopped by the region to answer any questions.

The Visiting Team was asked how the committee appointments work. President Allers replied to send him an email if you want to be on a committee. Several general questions were asked and Mike Armstrong gave a very general overview of the software that NCARB is developing for profit.

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

AGENDA ITEM 12 New Business/Old Business

No new business was discussed.

AGENDA ITEM 13 Other

No other business was discussed.

ADJOURN FOR THE DAY

Chair Marley adjourned the Region 6 WCARB meeting at 4:00 p.m.