

**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF ARCHITECTURAL  
REGISTRATION BOARDS – WCARB REGION 6  
Virtual Meeting**

**Thursday, March 4, 2021**

Chairman Sylvia Kwan called the meeting to order at 12:00 noon.

**AGENDA ITEM 1**

Roll Call:

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

12 of the 13 member states and jurisdictions were present and represented at the March 2021 Virtual Regional Summit – Thursday meeting via Zoom. There was approximately 50 members in attendance via Zoom.

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

There were new members in attendance: Terylle Aguada, Staff Nevada; Susan Cooley, MBM Washington; Michael Fazio, MBM Utah; Julie Pham, Staff Arizona; Robert Pearman, MBM California; Sonny Ward, MBM California; Ron Jones, MBM, CA; and John Mullin, MBM Idaho.

The new members of WCARB Region 6 were warmly welcomed to the region.

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

**Motion:** Tara Rothwell (NM) moved to approve the agenda. Motion seconded by Corey Solum (UT).

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

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

**Motion:** Doug Sams (OR) moved to approve the minutes from the March 6, 2020 regional meeting in Cambridge. Motion seconded by Bert Yumol (HI).

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

## **Agenda Item 6    Regional Director's Report – Ed Marley, NCARB AIA**

Ed Marley welcomed everyone to the Virtual Meeting for the 2021 Regional Summit and gave the following report on the work of the Council.

"To say that this past year has been a wild ride would be an understatement. I'm going to try to fit an entire year of Board work into my brief report. I was appointed to serve as Board liaison to the Professional Conduct Committee. Here are some of the highlights of the Board Activities covering the past year up to the 2021 January Board Meeting. In spite of having to shift to remote meetings, I am continually impressed with the agility and resiliency of our NCARB staff and the Board of Directors. They have not only maintained a high level of service but have also opened new service approaches in response to the Pandemic conditions. All while working remotely. Here's a quick summary of activities over the last year.

### **1. ARE Update**

- a. The Pandemic caused the shutdown of all Prometric Testing Centers from March 18 to June.
- b. Updated ARE 5.0 to reduce the number of test questions and increase test time while maintaining the rigor, validity and reliability of the exam.
- c. Set new Cut Scores for all six adjusted exam divisions.
- d. Implemented an online proctored version of the exam on December 14, 2020. We are seeing about 20% participation in online proctored exams with scores similar to test center administered exams.
- e. To accommodate online proctoring a digital whiteboard was developed in the software to replace scratch paper in the testing centers and online. This new feature is required to maintain exam security. This feature was not well received by exam candidates.

### **2. Line-Up Software Venture**

- a. Client base continues to grow. Board has authorized the next increment of funding. While there has been a slight downturn in marketing efforts this past year, future revenue projections look very strong over the next 5 years.

### **3. Resolutions**

- a. 2021 A – Remote Meetings, a special meeting of the Member Boards will be held in May to act on this resolution to allow electronic voting.
- b. 2021 B – Certification Guidelines Education Alternative – Clarifies qualifications for eligibility.
- c. 2021 C – Certification Guidelines Foreign Alternative – Clarifies qualifications for eligibility.
- d. 2021 D – Sunset of Resolution 2000-1 – Opposition to interior design registration.
- e. 2021 E – Amendment and Restatement of NCARB Legislative Guidelines and Model Law regulations.
- f. 2021 F – Omnibus Sunset of Resolutions in Conflict with Current Council Policies – Review of previous resolutions to ensure alignment with current NCARB policies.

- g. 2021 G – Bylaws Amendment – Director Term Limits – change from three terms to two terms.
- h. 2021 H – Bylaws Amendment – NCARB Board of Directors Realignment – Combines positions of Secretary and Treasurer and eliminates the position of Second Vice President.
- i. 2021 I – Member Board Dues Reduction – Reduces dues from \$6,500 to \$1,000.

#### **4. Collaboration with collaterals**

- a. CLARB – Representatives attended the January Board Meeting. Our discussion was focused on the restructuring of their Board of Directors.
- b. CIDQ – discussion on the work of the NCARB Interiors Task Force with CIDQ representation, exam requirements mapping conducted via the Interiors Task Force, advocacy, incidental practice, CIDQ’s definition of interior design, exam rigor, and use of the title “interior architecture” by some colleges and universities to describe their interior design programs.

#### **5. Other Business**

- a. President Calvani established the Incidental Practice task force.
- b. Alliance for Responsible Professional Licensure, AIA no longer participating in ARPL.
- c. Annual Meeting – Currently proposing a hybrid format of on-site in Los Angeles as well as Zoom for those who are under travel restrictions.

#### **6. Finances**

- a. The FY21 budget performance is very strong despite the past year’s events. We took a very conservative approach to our budget in anticipation of downturns in projected revenues. Revenues have exceeded projections which allowed the Board to restore certain initiatives including the following. The Board approved disbursements from the Strategic Reserve Fund for the Analysis of Practice research project, Beyond Boyer Study, a compensation study, and consulting for NCARB’s data analytics efforts. The Board also approved disbursements from the Operating Fund for staff development, cost of living adjustments and promotions.
- b. Short Term Reserve Funds and Strategic Reserves are healthy and tracking within Board’s target balances for each fund.

#### **7. Member Initiatives**

- a. Advocacy & Outreach : CEO Mike Armstrong continues his outreach to Member Boards and to the Collateral organizations.”

Chair Kwan thanked Marley for his excellent report. Marley answered several questions posed by the members.

### **AGENDA ITEM 8      WCARB State Reports**

Chair Kwan asked members to present their state reports.

**Alaska:** Fritz reported that the board was losing its MBE next week. Also the interior designers are still seeking registration in Alaska. The board will be monitoring the developments as they pertain to HB 61.

**Arizona:** Wyckoff told the region that Arizona Board composition was just changed to contain 5 professionals and 6 public members. However no Board members have been appointed or replaced so we are waiting in limbo for any news on Board appointments. Also, longtime MBE Melissa Cornelli is retiring at the end of the month.

**California:** The Board recently implemented a requirement for all new candidates for licensure to undergo a criminal background check. The Board is currently discussing its existing continuing education requirement and exploring the possibility of seeking authority to expand the topics required.

**Colorado:** Non-Compliance with Continuing Education requirements continue to dominate the work of the Board staff. Although there are challenges related to the requirement to provide proof the licensee has retained the material taught, actually taking the required CE (12 per year), determining what CE is HSW, and basic documentation continue to be the greater issues we are facing.

The Board has drafted a Common Practice Bulletin related to Owner Representation that outlines the laws and the definition of Architecture and Engineering as well as provides examples where Owner's Representatives may be inadvertently performing architecture or engineering. This will be distributed to industry organizations for distribution as they see fit. We anticipate the bulletin will be released in the coming weeks.

The Board recently adopted rules including:

- a. Considered items related to the use of signatures, including the addition of a definition of Signature Dynamic Technology;
- b. Several Continuing Education revisions;
- c. Retention of documents; and,
- d. Some general housekeeping items.

**Guam:** The Guam board was not present at this meeting.

**Hawaii:** The Hawaii board is working on clarifying the regulations for electronic signatures. The board is collaborating with the various counties in Hawaii to ensure coordination. The Board is presently going through the rules amendment process to license additional branches of engineering, Fire Protection engineers and Environmental engineers. Licensure in Hawaii is by discipline. The rules package also clarifies the continuing education (CE) requirements for architects. The Board requires CE only for architects upon renewal.

The Board has recently appointed 3 members to investigate and provide recommendations regarding the potential acceptance of electronic digital signatures on plans, specifications, maps, reports, surveys, descriptions, and design drawings prepared by or under the supervision of a licensed professional engineer, architect, land surveyor, or landscape architect that are to be filed with public officials.

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

examination filing deadlines, computer based testing, state specific examinations, etc. The last rules amendment was in April 2013.

**Idaho:** Nothing new to report. It's been a quiet year.

**Nevada:** As a result of COVID and following Nevada Governor Sisolak's guidance, the Board office is temporarily closed to the public and board staff continues to operate in a hybrid working schedule, combining remote and on-site work weekly. Since March of 2020, all public board meetings have been held virtually via Zoom. We are anticipating holding our board meetings virtually for the rest of 2021.

The Board's annual continuing education seminar had to be held virtually last November due to COVID restrictions. The seminar was a huge success and had approximately 450 attendees, an increase in the number of attendees from previous annual in-person seminars.

The 2021 Nevada Legislative Session began on February 1<sup>st</sup>. Committee meetings are being held virtually and online, not in committee rooms. Senate and Assembly committees that deal with similar topics are meeting jointly to save time and effort. Lobbyists are not permitted in the building due to pandemic restrictions.

The Board adopted NCARB's Integrated Path to Architectural Licensure (IPAL) at its January 20, 2021 virtual board meeting. Furthermore, the University of Nevada, Las Vegas received full support of the Nevada State Board of Architecture and the Nevada American Institute of Architects for the review of an IPAL proposal for its NAAB-accredited program. If approved, Nevada will be able to offer the IPAL option to our high achieving students soon.

**New Mexico:** At the time of the Regional Summit, New Mexico is still in lockdown due to the Covid pandemic and things have been very quiet. The state has been very active in NCARB and WCARB leadership with their own Bob Calvani currently serving as the NCARB President, and Tara Rothwell on the WCARB Executive Board.

**Northern Marianas:** The board reported that not much is happening in the Northern Marianas right now – business is slow. Austerity measures are currently being implemented. Currently the vacant architects positions on the board have not been filled by the Governor.

**Oregon:** The Law Review Committee has proposed a number of changes to the Board's statutes, utilizing NCARB's draft Model Law as a resource. The Board will review the proposed changes and receive feedback from stakeholders. The goal is to develop a Legislative Concept for the Governor's review and approval for the 2023 Legislative Session. A committee will also evaluate the entire chapter of the Board's administrative rules.

The Board is developing the 2021-2023 biennial budget and is proposing fee increases for the first time in many years.

SB 213 - Voids certain provisions in construction agreement requiring design professional to defend or indemnify against certain claims except to extent design professional's negligence caused indemnitee's damages.

HB 2881 - Requires Director of Department of Consumer and Business Services to impose \$15 surcharge on limited plan review for fire and life safety and to deposit proceeds of surcharge to State Treasury to credit of State Fire Marshal Fund. Proceeds of the surcharge would go toward the costs of implementing and administering the statewide Oregon Safety Assessment Program. This program evaluates the condition of buildings after an emergency and determines whether the buildings may be safely occupied.

**Utah:** Things are going well in Utah. Licensure numbers have been continuing to grow, reflecting a good economy. Several legislative initiatives will affect the board: HB10 – which will require a sunset review starting in 2023; and SB23 which pertains to giving the board access to investigations and standards of review for infractions.

**Washington:** The Washington Board conducted one in person board meeting in 2020 before the pandemic impacted operations and shifted to virtual platforms. The board was still able to conduct all regularly scheduled board meetings and also conducted one virtual rules hearing to finalize a three year process of updating rules to support legislative changes passed in 2018. The rule changes included changing the name of the experience program from the IDP to the AXP, shortened duration of AXP, elimination of the requirement for a linear path to licensure, update of the electronic/digital stamp/seal language, and minor cleanup work. The changes also reflect gender neutral language.

The Washington State Legislature has considered four licensure reform bills each of the past two years, but so far, they have not passed. It is anticipated the bills will return again in the 2022 session, and they focus on reciprocity and sunset review.

In addition to the board meeting virtually since March 2020, staff have worked remotely and will continue teleworking through June 2021.

## **AGENDA ITEM 5    Chair's/Executive Committee Report – Sylvia Kwan**

Chair Kwan welcomed the new members. Kwan reported that the Executive Committee had met via Zoom call in November 2020 and again in January 2021 to finalize meeting details for this weekend's regional meeting.

The Strategic Plan was completed and approved in 2020. During the regional meetings tomorrow we will be asking for volunteers to sit on committees to start working the strategic plan for the region.

Since the meeting is virtual this year and the region cannot gather together for its annual regional dinner, the Executive Committee authorized a lunch voucher in the amount of \$50 per person (\$25 per day) from either GrubHub or Doordash for every member attending the regional meeting so everyone can enjoy lunch together during the regional meetings over the next two days. Sylvia said that the ExCom recognized that not everyone has access to a food delivery service, and apologized to anyone unable to participate.

Kwan told the members that longtime WCARB Region 6 Executive Director Gina Spaulding has decided to retire and will attend her last meeting in June 2021. The Executive Committee will be seeking applications for Gina's replacement after the Regional Summit.

## **AGENDA ITEM 9      Election Procedure Protocol**

Chair Kwan told the region that since there always seems to be questions about conducting the Elections each March, the actual process was put into writing and is articulated below. This document is posted on the WCARB website under Resources.

### **WCARB Election Process:**

The Regional Chair will designate two members from the Executive Committee and/or the general membership to serve on the Election Committee. The Election Committee oversees the elections by passing out the ballots, counting the ballots and reporting the outcome of the ballots to the membership.

There are three election types:

1. Regional Director
2. Executive Committee
3. Executive Committee Leadership

Nominations for Regional Director and Executive Committee:

**Regional Director:** The Chair will open the floor for nominations for candidates for the position of Regional Director. Candidates for Regional Director should receive a nomination and a second from a member of Region 6. After all the candidates for Regional Director have been nominated and seconded the Chair will close the nominations for Regional Director. (Please have the person who nominates and seconds the candidate state their name and jurisdiction for the record).

**Executive Committee:** The Chair will open the floor for nominations for candidates for a position on the Executive Committee. Candidates for Executive Committee should receive a nomination and a second from a member of Region 6. After all the candidates for Executive Committee have been nominated and seconded the Chair will close the nominations for the Executive Committee. (Please have the person who nominates and seconds the candidate state their name and jurisdiction for the record).

Nominee Speeches:

After the nominations for Regional Director are closed, the Chair will invite the candidate(s) to speak briefly before the membership to tell them why they want to serve the region as its Regional Director.

After the nominations for Executive Committee are closed, the Chair will invite the candidate(s) to speak briefly before the membership to tell them why they want to serve the region on its Executive Committee.

#### Elections:

The Election Committee will oversee the elections for the Regional Director and the Executive Committee by passing out, counting and reporting the ballot results to the membership: first the Regional Director, then the Executive Committee.

In the event there is no contested election, the Chair can call for a vote by acclamation.

#### Nominations for Executive Committee Leadership:

Executive Committee Leadership: After the Executive Committee is elected then the Chair will go through the nominating, speeches and election process again for the positions of Chair, Vice Chair and Secretary/Treasurer. (Please have the person who nominates and seconds the candidate state their name and jurisdiction for the record).

#### Nominations for Chair of the Executive Committee

The Chair will open the floor for nominations for candidates for the position of Chair. Candidates for Chair should receive a nomination and a second from a member of Region 6. After all the candidates for Chair have been nominated and seconded the Chair will close the nominations for the Chair.

#### Nominations for Vice Chair of the Executive Committee

The Chair will open the floor for nominations for candidates for the position of Vice Chair. Candidates for Vice Chair should receive a nomination and a second from a member of Region 6. After all the candidates for Vice Chair have been nominated and seconded the Chair will close the nominations for the Vice Chair.

#### Nominations for Secretary/Treasurer of the Executive Committee

The Chair will open the floor for nominations for candidates for the position of Secretary/Treasurer. Candidates for Secretary/Treasurer should receive a nomination and a second from a member of Region 6. After all the candidates for Secretary/Treasurer have been nominated and seconded the current Chair will close the nominations for the Secretary/Treasurer.

#### Nominee Speeches:

After the nominations for Chair, Vice Chair and Secretary/Treasurer are closed, the Chair will invite the candidate(s) for Chair to speak briefly before the membership to tell them why they want to serve the region as its Chair.



The Chair will then invite the candidate(s) for Vice Chair to speak briefly before the membership to tell them why they want to serve the region as its Vice Chair.

The Chair will then invite the candidate(s) for Secretary/Treasurer to speak briefly before the membership to tell them why they want to serve the region as its Secretary/Treasurer.

Elections:

The Election Committee will oversee the elections for the Chair, Vice Chair and Secretary/Treasurer by passing out, counting and reporting the ballot results to the membership, first the Chair, then the Vice Chair and then the Secretary/Treasurer.

In the event there is no contested election, the Chair can call for a vote by acclamation.

*(This concludes the WCARB Election Process)*

### **AGENDA ITEM 10      Elections: Nominations – From the Floor**

Because she was running for the office of Regional Director, Chair Sylvia Kwan asked Executive Committee member Doug Sams to oversee and conduct the Elections this year.

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

Mary Morrisette, MBM CO, nominated Sylvia Kwan for Regional Director, seconded by Nilza Serrano, MBM CA.

Hearing no other nominations from the floor, Sams closed the nominations for the Regional Director.

Executive Committee:

Tara Rothwell (NM) and Tian Feng (CA) are each running for one of the two open positions on the WCARB Region 6 Executive Committee.

Bob Pearman (CA) nominated Tian Feng to serve on the Executive Committee, seconded by Ron Jones (CA).

Sylvia Kwan (CA) nominated Tara Rothwell to serve on the Executive Committee, seconded by Catherine Fritz (AK).

Hearing no other nominations from the floor, Doug Sams closed the nominations for the Executive Committee.

### **AGENDA ITEM 11      Nominee Speeches: Regional Director and Executive Committee**

Regional Director: Sylvia Kwan addressed the members and gave her reasons why she wants to continue serving the region as its regional director.

Members: Tara Rothwell and Tian Feng each addressed the members and discussed their backgrounds and why they wanted to serve the region as members of the Executive Committee.

**AGENDA ITEM 18 Elections: Regional Director and Executive Committee**

The Election Committee conducted the elections:

Regional Director: Sylvia Kwan (CA) was elected by acclamation.

Executive Committee: Tara Rothwell (NM) and Tian Feng (CA) were elected by acclamation.

**AGENDA ITEM 19 Elections: Nominations for Chair, Vice-Chair and Secretary/Treasurer**

**Chair:**

Mary Morrisette (CO) nominated Tara Rothwell as Regional Chair, seconded by Sylvia Kwan (CA).

**Vice Chair:**

Scott Harm (WA) nominated Corey Solum as Vice Chair, seconded by Tara Rothwell (NM).

**Secretary/Treasurer:**

Allison McClintick (ID) nominated Catherine Fritz as Secretary/Treasurer, seconded by Corey Solum (UT).

Hearing no other nominations from the floor, Doug Sams closed the nominations for the Executive Committee.

**AGENDA ITEM 21 Elections for Executive Officers**

Tara Rothwell was elected Chair by acclamation, Corey Solum was elected Vice Chair by acclamation and Catherine Fritz was elected Secretary/Treasurer by acclamation.

The WCARB Executive Committee for 2021-22 (effective 7/1/21) is:

Sylvia Kwan, (CA) Regional Director  
Tara Rothwell, (NM) Regional Chair  
Corey Solum, (UT) Vice Chair  
Catherine Fritz, (AK) Secretary/Treasurer  
Doug Sams, (OR) Member  
Tian Feng (CA) Member

Chair Kwan thanked everyone for a productive regional meeting so far and informed everyone that the WCARB Region 6 regional meeting will continue tomorrow, March 5, 2021 at 12:30 Pacific Time.

## **ADJOURN FOR THE DAY**

**FRIDAY, March 5, 2021**

Chair Kwan reconvened the virtual 2021 WCARB Regional Meeting at 12:30 Pacific time.

### **AGENDA ITEM 7    Review and Discussion of Proposed NCARB Resolutions**

Ed Marley was in the meeting to answer the various questions posed regarding the proposed NCARB resolutions.

Catherine Fritz shared that she had concerns that the Sponsor Statement of Support language was not neutral enough on Resolution 2021-D and asked if the language could be amended to be more neutral. She said that she had submitted proposed language to amend the resolution and hadn't heard whether they had considered it. Marley said that he would check and see if her proposed language had been received by NCARB.

**Resolution 2021-D: Sunset of Resolution 2000-1 (Opposition to Interior Design Licensing)** This is a carryover resolution from FY20. This resolution sunsets a resolution from 2000 so that the Council can take a neutral position on interior designer licensing.

Neitha Wilkey, MBM WA, agreed that the language could be more neutral.

There were no more questions regarding the proposed NCARB resolutions that will be considered for adoption at the upcoming NCARB Annual Business Meeting which will be held in Los Angeles, CA on June 24-26, 2021.

### **AGENDA ITEM 17    Strategic Planning 2021 Actions – Catherine Fritz**

Catherine Fritz served as the Strategic Planning Task Force Chair for the past two years. The WCARB Region 6 Strategic Plan was adopted by the Region in 2020 at the Regional Summit held in Cambridge, MA.

Fritz went through the proposed strategic plan which now incorporates the information on the slides that the regional members had identified as the SWAT analysis (strengths, weaknesses, opportunities and threats) and the proposed actions to be taken in the coming year. Catherine asked for volunteers on the proposed 2021 actions which will be assigned to various WCARB committees. See graphic of the strategic plan and actions items below. Members who volunteered during the meeting have been added to the corresponding working group and are highlighted in yellow. The Executive Committee will follow up at the June 2021 meeting to continue to get volunteers for its various committees in Region 6.

# WCARB

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.

## GUIDING PRINCIPLES

### EDUCATE

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

#### STRATEGIES:

- A: Create high quality education programs.
- B: Track and Influence Legal Issues.
- C: Promote lifelong learning and service.

### COLLABORATE

One of WCARB's greatest strengths is its multi-faceted diversity. Sharing information and best practices among 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.

#### STRATEGIES:

- A: Share Best Practices between States.
- B: Collaborate with other Regions.
- C: Facilitating Reciprocity.

### INFLUENCE

WCARB is committed to being an actively involved region of NCARB for the purpose of promoting 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.

#### STRATEGIES:

- A) Encourage WCARB member service on WCARB & NCARB committees.
- B) Develop resolutions to improve WCARB and NCARB.
- C) Promote diversity at all levels

**OBJECTIVE 1, 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 and to exemplify professional continuing education and life-long learning.

**a. Create high quality education programs.**

- § Develop educational programs that increase knowledge and effectiveness of members in their roles as regulators.
- § Conduct educational programs that are well planned, informative, and relevant to increase member involvement in WCARB.
- § Provide educational programs that qualify for HSW credits to exemplify HSW standards and also be informative for members who are not registered architects.

**PROPOSED 2021 ACTIONS:**

1. Plan and present at least one 1 hour program for WCARB members to be delivered through video conference.
2. Begin development of a database of relevant high quality speakers for member boards to access for educational offerings in their jurisdiction.
3. Become an ALA Continuing Education provider.

**ASSIGNED TO:**

1. Education Committee.
2. Education Committee.
3. Executive Administrator.

**b. Track and influence legal issues.**

- § Stay abreast of NCARB legal briefs and legislative tracking of licensing issues and share this information with WCARB members.
- § Gather and share information from WCARB members regarding issues facing their jurisdictions.

**PROPOSED 2021 ACTIONS:**

1. Develop a spreadsheet to track legislative and regulatory issues.
2. Develop a place on WCARB website for regulatory and legal issues.
3. Host a forum at 2022 Regional Summit to gather and discuss regulatory hot topics.

**ASSIGNED TO:**

1. Task Manager (1):
  - Sian Roberts (WA) suggest Guillermo target R6 legislation and send to Executive Committee
2. Executive Director.
3. Working Group (2)
  - Sian Roberts
  - Greg Erny

**c. Promote service and leadership.**

- § Orient and support new members as they join WCARB so as to increase their participation and effectiveness more quickly.
- § Recruit members for leadership positions by first engaging them in committee work and special projects.

**PROPOSED 2021 ACTIONS:**

1. Develop a list of new members and assign mentors.
2. Develop WCARB committee roles/ responsibilities documents to broaden members' understanding of opportunities.
3. Develop a place on WCARB website for committee documents.
4. Form a Working Group to develop a new member orientation program.

**ASSIGNED TO:**

1. ExCom and Exec Director.
2. ExCom and Exec Director.
3. Executive Director.
4. Working Group (3):
  - Scott Harm
  - Celestia Carson

**OBJECTIVE 2, 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.

**a. Share Best Practices between Members.**

- § Analyze the diversity of WCARB so as to better understand how to effectively collaborate among members.
- § Encourage members to share issues as they develop into statutory and regulatory changes.
- § Serve as a trusted resource for intern development, licensing, registration data and regulatory information.

**PROPOSED 2021 ACTIONS:**

1. *Appoint members to a Working Group to define diversity, and gather information about WCARB members’ diversity.*
2. *Appoint a Task Manager to develop a format for gathering info on statutory/regulatory issues (also see OBJ 1. B.1).*
3. *Identify options for posting regulatory issues on WCARB website.*
4. *Appoint members to a Working Group to develop interest groups among WCARB members to encourage communications and sharing of activities/info.*

**ASSIGNED TO:**

1. *Working Group (3):*  
- Erica Cedar  
- **Tonie Esteban**  
-
2. *Task Manager (1):*  
-
3. *Executive Administrator.*
4. *Working Group (2):*  
-  
-

**b. Collaborate with other Regions.**

- § Share WCARB issues with other region leadership.
- § Learn about the issues of other regions and determine their impacts on WCARB.
- § Increase communications and rapport among members of other regions so as to better participate in national issues.

**PROPOSED 2021 ACTIONS:**

1. *Identify WCARB members to serve as liaisons with other regions and develop a format to report issues and activities.*

**ASSIGNED TO:**

1. *Working Group (5): Note: Volunteers not assigned to particular region yet:*  
-Region 1: **Mary Morissette**  
-Region 2: **Scott Harm**  
-Region 3: **Carmen Wyckoff**  
-Region 4: **Jim Oschwald**  
-Region 5:

**c. Facilitate Reciprocity.**

- § Advocate for the elimination of impediments to reciprocity.
- § Work with NCARB staff and Model Law Committee to identify efforts being made to facilitate reciprocity/comity.

**PROPOSED 2021 ACTIONS:**

1. *Appoint members to a Working Group to gather data from WCARB jurisdictions to better understand the similarities and differences of licensing requirements.*

**ASSIGNED TO:**

1. *Exec Administrator and Working Group (2):*  
- **Greg Erny**  
- **Sian Roberts**

**OBJECTIVE 3, 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.

**a. Encourage WCARB member service on WCARB & NCARB committees.**

- § Increase the number of WCARB members on committees.
- § Communicate committee opportunities to members in multiple ways.

**PROPOSED 2021 ACTIONS:**

1. *Appoint members to a Working Group to identify, encourage, and assist WCARB members to apply for national committees.*
2. *Appoint Bylaws Committee to review current Bylaws and plan for updates, including changes recommended through these Strategic Plan Actions.*

**ASSIGNED TO:**

1. *Working Group (2):*  
- **Sylvia Kwan**  
-
2. *Bylaws Committee (3):*  
- **Mark Glenn**  
- **Robert Pearman**  
-

**b. Develop resolutions to improve WCARB and NCARB.**

- § Understand and articulate the concerns of WCARB members that should be addressed through resolutions.
- § Actively participate in NCARB Policy Advisory Committee.

**PROPOSED 2021 ACTIONS:**

1. *Identify WCARB resolution and laudatory needs.*
2. *Work with OBJ 3.a.1 Working Group to identify WCARB member(s) to apply to serve on NCARB Policy Advisory Committee.*

**ASSIGNED TO:**

1. *Resolutions Committee (2):*  
-  
-
2. *Working Group OBJ 3.a.1.*

**c. Promote diversity at all levels.**

- § Using information learned from Objective 2a., review WCARB organization and activities to ensure that diversity is exemplified.
- § Participate in NCARB activities to increase diversity.

**PROPOSED 2021 ACTIONS:**

1. *Develop a self-evaluation tool of WCARB Executive Committee make-up and activities to determine responsiveness to diversity.*
2. *Using the information gained from OBJ 2. a. 1. Working Group, identify ways to reach out to diverse members within WCARB to increase inclusion.*
3. *Participate in NCARB JEDI efforts to develop specific actions to increase diversity.*

**ASSIGNED TO:**

1. *Executive Committee.*
2. *Working Group OBJ 2 a.1.*
3. *Working Group OBJ 3.1.1.*

### **AGENDA ITEM 23    NCARB Visiting Team**

Bob Calvani, NCARB President, Alfred Vidaurri, NCARB 1VP, Mike Armstrong, CEO and Josh Batkin, NCARB Staff were present to answer any questions.

The Visiting Team answered questions about the proposed resolutions. There were some questions asked about Lineup and Armstrong gave a brief overview of how the product is coming along.

Chair Sylvia Kwan thanked the Visiting Team for stopping by Region 6.

### **AGENDA ITEM 14    Financial Report – Corey Solum, Secretary/Treasurer**

Corey Solum presented the financial report to the membership:

The Balance Sheet through February 26, 2021 was provided in the meeting materials for the membership.

Also provided:

- The Profit and Loss statement for October 1, 2020 – February 26, 2021
- The Profit and Loss statement for the previous fiscal year of October 1, 2019 – September 30, 2020

As of February 26, 2021, total assets from both the checking and savings accounts total \$132,811.27.

### **AGENDA ITEM 15    Approval of draft budget for 2020-21**

Solum explained that normally this budget would have been approved last June at the regional meeting held at the NCARB Annual Business meeting, but since Region 6 didn't have a meeting because of the pandemic, the budget was not approved. Solum asked that the budget for the current fiscal year, 2021-22 be approved by the members.

**Motion:** Doug Sams (OR) moved to approve the 2020-2021 budget. Motion seconded by Tian Feng (CA).

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

### **AGENDA ITEM 16    Review draft budget for 2021-22**

Solum presented the draft budget for next year. He told the members that it would be subject to any amendments needed in the Region 6 Executive Director search, and would be presented to the membership for review and final approval at the next meeting in June 2021.

## **AGENDA ITEM 17 Review and discussion of Proposed Bylaw Amendments**

Chair Kwan reviewed the two small proposed changes to the bylaws with the region. Bylaw amendments require 60 days' notice to members in order to make changes, which were previously sent in April 2020. Today's proposed bylaw amendments are being presented for a vote of approval:

The two changes proposed are:

1. Article III: Mission: add new language to new #1 and renumber existing: "1. **Provide opportunities for leadership development and training.**"
2. Article X: Committees: add new language to existing #2 so that it reads: "Resolutions **and Laudatories** Committees...."

**Motion:** Tara Rothwell (NM) moved to approve the proposed bylaw amendments. Motion seconded by Tian Feng (CA).

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

## **AGENDA ITEM 22 WCARB Laudatories**

There were 5 laudatories to be read into the record:

1. Jeffrey Koonce, Alaska
2. Doug Sams, Oregon
3. Kristin Wells, Oregon
4. Neitha Wilkey, Washington
5. Gina Spaulding, WCARB Executive Director

Tara Rothwell read the laudatory for Jeffrey Koonce to the members of the region:

"Whereas architect Jeffrey Koonce of Alaska has served as a valued member of the Alaska State Board of Registration for Architects, Engineers and Land Surveyors for the past eight years;

Whereas Jeff has served two terms on his Board from 2013 -2021, including serving as its Chair. Jeff also served as on the NCARB Continuing Education committee and has been a thoughtful WCARB member participant for the past eight years;

Whereas as a registered architect working in Alaska, Jeff understands the value of hard work and good design, and

Whereas Jeff's active participation, lively questions and quiet humor 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 Alaskan Board members.”

Tara read the laudatory for Neitha Wilkey:

“Whereas architect Neitha Wilkey of Washington, has served as a valued member of the Washington State Department of Licensing for the past twelve years;

Whereas Neitha has served two terms on the Board from 2009 -2021. Neitha also served as the chair of the Washington Board and served as Chair of the WCARB Bylaws committee. Neitha has participated for many years on various NCARB exam writing, grading and other committees. Her hard work and insight enriched the Washington board and the WCARB and NCARB communities.

Whereas on a personal level, Neitha is a very active community volunteer and has worked with the AIA, the Tacoma Art Museum Activities council, the Junior League of Tacoma, the Lakewood Chamber of Commerce as a member and past Chair and has been heavily involved in the Clover Park School District in many capacities.

Whereas Neitha’s wicked intellect, sense of humor, quiet insight, calm demeanor and kind nature will be dearly missed.

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

Tara read the laudatory for Kristin Wells:

“Whereas architect Kristin Wells of Oregon, has served as a valued member of the Oregon State Board of Architecture for the past eight years;

Whereas Kristin has served two terms on her Board from 2013 -2021. Kristin also served as the chair of the Oregon Board and has been a thoughtful WCARB member participant;

Whereas as a registered architect working in the public sector, Kristin brings a diverse perspective to her Board. Kristin led the City of Portland’s first progressive-design-build project and represented the “owner” of the project rather than directly practicing architecture. Kristin’s design-build knowledge, in addition to her experience working in the public sector, has been instrumental in her Board’s decision-making process.

In addition, Kristin provides insight on the professional challenges one faces as a female registered architect with young children.

Whereas Kristin’s active participation and sense of humor will be dearly missed.

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

Tara read the laudatory for Doug Sams:

“Whereas architect Doug Sams of Oregon, has served as a valued member of the Oregon State Board of Architecture for the past eight years;

Whereas Doug has served two terms on his Board from 2013 -2021. Doug also served as the chair of the Washington Board and on various board committees;

Doug currently serves on the WCARB Executive Committee. Doug also served on the WCARB Strategic Plan Task Force as well as on the NCARB Model Law Task Force and the Futures Collaborative Committee.

Doug was involved in the development and advocacy for the Region 6 resolution, the first resolution to have been presented to the greater NCARB membership by a region. While the resolution, which focused on membership approving significant changes to the IDP program, was ultimately defeated, it did lead to a positive outcome with NCARB’s Board announcing greater review periods for proposal feedback and greater transparency of the development process.

Whereas Doug’s ability to ask the tough questions, his thoughtful participation, quiet insight and calm demeanor 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.”

*Read into the record on March 5, 2021.*

Sylvia Kwan played a PowerPoint laudatory for Gina Spaulding:

Sylvia said that longtime Regional Executive Gina was retiring in June after the NCARB Business Meeting, having served as the MBE of the Nevada Board from 1988-2016, and as the WCARB Regional Executive from 2009 to 2021. Sylvia thanked Gina for her many years of dedicated service.

Gina served on many NCARB Committee Member over the years, including:

Member Board Executive Committee member, also served as the Chair  
Professional Conduct Committee  
Intern Development Program Committee  
Governance Committee  
Regional Leadership Committee  
President’s Medal recipient in 2012

Gina is a lover of books and an aspiring writer. She actively volunteers her time to the elderly and loves to travel. Gina especially values the personal connections she has made over the past 33 years she has been affiliated with architecture and design in Nevada and through her work with WCARB and looks forward to continuing those relationships in the future.

Sylvia told Gina that the Executive Committee and the Region were giving her a retirement gift of a weekend in Sonoma, California at the Gaige House & Ryokan along with a dinner for two at a time of her choosing.

Gina thanked Sylvia and the Executive Committee for the generous retirement gift and said that it has been a privilege to work for WCARB for the past twelve years and she will miss the many friends she has made over the years.

### **AGENDA ITEMS 23 & 24: Old Business/New Business**

No old business. New business: Executive Committee to follow up on Executive Director search for Region 6.

### **ADJOURN FOR THE REMAINDER OF THE SUMMIT**

The meeting was adjourned at 2:28 p.m and will reconvene at the NCARB Annual Business Meeting in Los Angeles on June 26, 2021.

## Appendix A

### WCARB Meeting Virtual Format (Year of the Pandemic) Attendees March 4, 2021

#### ALASKA

Catherine Fritz

#### ARIZONA

Julie Pham  
Ed Marley  
Carmen Wyckoff

#### CALIFORNIA

Tian Feng  
Pasqual Gutierrez  
Ronald Jones  
Sylvia Kwan  
Ebony Lewis  
Robert Pearman  
Nilza Serrano  
Sonny Ward  
Laura Zuniga

#### COLORADO

Mary Morissette  
Joyce Young

#### GUAM

Catherine Gutierrez

#### HAWAII

Brian Fujiwara  
Sandra Matsushima  
Marc Ventura  
Bert Yumol

#### IDAHO

Tim Grissom  
Allison McClintick

#### NEVADA

Nani Aguada  
Kim Ciesynski  
Greg Erny  
Monica Harrison  
Stacey Hatfield  
James Mickey  
William Snyder  
Gina Spaulding (Region 6 Exec)

#### NEW MEXICO

Bob Calvani  
Mark Glenn  
Melarie Gonzales  
Jim Oswald  
Tara Rothwell  
Ray Vigil

#### NORTHERN MARIANAS

Esther Fleming

#### OREGON

Erica Ceder  
Jim Chaney  
Don Eggleston  
Tonie Esteban  
Lisa Howard  
Cheryl Johnson  
Doug Sams

#### UTAH

Michael Fazio  
Corey Solum

#### WASHINGTON

Rick Benner  
Susan Cooley  
Scott Harm  
Sian Roberts  
Rick Storvick  
Neitha Wilkey