

WCARB

Western Council of
Architectural Registration Boards
REGION 6

WCARB Region 6 2022 Regional Meeting at NCARB – Austin, TX Meeting Materials



Order of Business

Please note: All agenda items are in Central Time (CT).

Thursday, June 2, 2022

- 9 a.m. – 1 p.m.** **FY22 Board of Directors Meeting**
- 1 – 2:30 p.m.** **Member Board Executive (MBE) Luncheon**
- 4 – 6 p.m.** **First Business Session**
- Welcome From the TX Board
 - Call to Order
 - Introductions
 - Board of Directors
 - External Partners
 - First-Time Attendees
 - Retirements, Members Leaving Their Board
 - Past Presidents
 - Memorials
 - FY23 NCARB President’s Medalists for Distinguished Service
 - FY22 President’s Address
 - NCARB Governance: Going Further for Diversity, Equity, and Inclusion
- 6:30 – 9 p.m.** **Welcome Reception/Icebreaker**
Bullock Museum

Friday, June 3, 2022

- 8 – 9:15 a.m.** **Headshots Open**
- 9:30 a.m. – Noon** **Second Business Session**
- Treasurer Report
 - CEO Report
 - Election Procedures
 - Candidate Speeches/Video
 - Town Hall
- Noon – 1:20 p.m.** **Lunch**
- Headshots Open



Please note: All agenda items are in Central Time (CT).

1:20 – 2:20 p.m.

Workshop Session 1

In-Person Attendee Sessions:

- Fairness in Licensure
- NCARB Governance Through a DEI Lens
- NCARB Leadership 101
- Best Practice for Board Members
- Promoting Responsible Regulation
- Exploring Licensure Models

Virtual Attendee Sessions:

- Baseline on Belonging and NOMA's 2030 Challenge
- Engaging With NCARB and Beyond
- The Evolution of HSW

2:20 – 2:40 p.m.

Break

- Headshots Open

2:40 – 3:40 p.m.

Workshop Session 2

In-Person Attendee Sessions:

- Fairness in Licensure
- Baseline on Belonging and NOMA's 2030 Challenge
- NCARB Leadership 101
- Engaging With NCARB and Beyond
- Promoting Responsible Regulation
- The Evolution of HSW

Virtual Attendee Sessions:

- NCARB Governance Through a DEI Lens
- Best Practice for Board Members
- Exploring Licensure Models

3:40 – 4 p.m. Break

- Headshots Open



Please note: All agenda items are in Central Time (CT).

4 – 5 p.m.

Workshop Session 3

In-Person Attendee Sessions:

- NCARB Governance Through a DEI Lens
- Baseline on Belonging and NOMA's 2030 Challenge
- Best Practice for Board Members
- Engaging With NCARB and Beyond
- Exploring Licensure Models
- The Evolution of HSW

Virtual Attendee Sessions:

- Fairness in Licensure
- NCARB Leadership 101
- Promoting Responsible Regulation

5 – 5:30 p.m.

Headshots Open

5:30 – 6:30 p.m.

Public Member Reception

7 – 10:30 p.m.

Regional Dinners

Saturday, June 4, 2022

7:30 – 8 a.m.

Voting Delegates Meeting

- Headshots Open

8 – 10 a.m.

Regional Meetings

10:30 – Until Done

Third Business Session

- Incoming President's Remarks
- Board of Directors Elections
- FY22 Resolutions
- 2023 Annual Business Meeting invitation

1 – 3 p.m.

Luncheons

- Past President Luncheon
- Regional Leadership Luncheon

1 – 3 p.m.

Headshots Open



Please note: All agenda items are in Central Time (CT).

3 – 4 p.m. FY23 Committee Chairs Leadership Strategy Session

6 – 7 p.m. President’s Reception

7 – Midnight NCARB Annual Banquet

- FY22 NCARB President’s Medalists for Distinguished Service Presentation
- Installation of FY23 NCARB President and Board of Directors

Sunday, June 5, 2022

10 a.m. – 1 p.m. FY23 Board of Directors Meeting

10 a.m. – Noon FY23 NCARB Committee Chairs Leadership Training

The 2022 WCARB Regional Meeting at the NCARB Annual Meeting

JW Marriott, Austin, TX

(* - denotes voting items)

Saturday, June 04, 2022 – 8:00 AM (Central)

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/81699563383?pwd=8UQuqqnNrRAJZI-cR147QV5RLKPYyh.1>

7:30 a.m.

Voting Delegate Meeting

8:00 a.m.

1. Meeting Convened by Secretary Catherine Fritz Room- Lonestar F
 - Establish Quorum
 - *Approval of Agenda
 - Introductions
 - *Approval of Minutes: 3/4-5/2022
 2. Regional Director's Report
Sylvia Kwan
 3. Regional Chair's Report
Tara Rothwell
 4. Financial Report
Catherine Fritz
 5. Review the Adopted 2022-2023 WCARB Budget
 6. *Review, discussion, & vote of proposed bylaw amendments
Doug Sams
 7. State Reports & Laudatories – anything new since March 2022
 8. Call for Volunteers for WCARB committees
 9. Strategic Plan 2022-2023 Actions
 10. 2023 Regional Meeting Discussion – agenda, and educational topics?
 11. NCARB Visiting Team and Candidate Visits
 12. New Business
 13. Old Business
-
-

10:00 a.m.

Adjourn

6:00 pm – 12:00 a.m.

FY22 Medalist Recognition & Annual Banquet

JW Marriott

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

Friday, March 04, 2022

Madam Chair Rothwell called the meeting to order at 10:05AM EST.

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

There was approximately 9 members in attendance via Zoom.

AGENDA ITEM 3- Approval of Agenda

Motion: To approve agenda

By: Nilza Serrano (CA)

Second: Jim Oswald (NM)

Vote: All in favor. Motion passed.

AGENDA ITEM 4- Approval of the Minutes

Motion: To approve minutes from June 26, 2021 Regional Meeting

By: Catherine Fritz (AK)

Second: Nilza Serrano (CA).

Vote: All in favor. Motion passed.

Motion: To approve minutes from November 12, 2021 Executive Committee Meeting

By: Tian Feng (CA)

Second: Catherine Fritz (AK).

Vote: All in favor. Motion passed.

AGENDA ITEM 5 - Regional Director's Report – Sylvia Kwan

Madam Director Kwan summarized the NCARB Board Brief that was distributed to the region in January 2022. She summarized the brief on the DEI issue. She went into detail on the issues of blue sky items and separating the three 'E's' on the examination. She explained, NCARB President Vidaurri, charged the three committees: examination, education, and experience to present how each committee's pathway was the only gateway to licensure and the approach each committee took to accomplish it. She briefed WCARB on the resolutions, specifically the diversity collaborative to be converted to a committee. Lastly, she informed the region on the fiduciary responsibility NCARB upholds in their investments. Lastly, she informed the region on the fiduciary importance NCARB has invested in making more money and the awareness of fiduciary responsibilities that uphold as an organization.

AGENDA ITEM 6- WCARB State Reports

Madam Chair Rothwell asked members to present their state reports.

Alaska: Neal explained temporary licensure for military and military spouses. There is a house bill (HB61) currently in legislation that would add interior designers as a licensed profession under their board. The bill would also add two seats to the their member board roster. The board has not issued a position statement on HB61, but is closely monitoring it.

Arizona: Stapley reported Arizona currently has no legislative issues.

California: Feng explained senate bill (SB1010) requires an additional five hours of continuing education every two years on subject 'net zero carbon design' for architects to complete to renew their architectural license.

Colorado: Morrisette's term is approaching and nothing new to report.

Guam: Gogue stated their board is reviewing military accommodation.

Hawaii: Yumol stated they are concentrating on their rules.

Idaho: McClintick stated Idaho is now an occupational and licensing board.

Nevada: Erny explained their continuing education seminar was very successful. Nevada is the only state for residential design stamp drawings and starting a re-write of their examination process. Northern Nevada has a community college that is approved to pursue a new school of architecture at a community college level.

New Mexico: Oschwald explained house bill (HB 191) and the changes to the ULA, specifically expenditure to licensure via reciprocity. Oschwald thanked New Mexico's executive director's work during the pandemic.

Northern Mariana: Fleming reported initial applicants are being reviewed by continuing education. Military activity is occurring more in Guam and contracted employees not required to be a registered architect with the Guam board.

Oregon: Howard explained Oregon will have a statutory change occur during their 2023 legislative session that has not occurred during the last 13 years. Howard stated board member Alexander will be terming out his second, four year term on the Oregon board.

Utah: Bullough stated there was no new legislative issues to report.

Washington: Roberts stated Washington will continue working on the clarification of their incidental practice act. Washington's member board executive will be retiring in October and two board members will be terming off this year. Storvick explained 44 professionals went to an online system and experienced a data breach.

AGENDA ITEM 7- Regional Chair's Report – Tara Rothwell

Madam Chair Rothwell thanked Vice-Chair Solum for attending the Regional Leadership Committee with Melarie Gonzales in October. She introduced Melarie Gonzales, as the new Region 6 Executive Director of WCARB and New Mexico's Executive Director.

AGENDA ITEM 8- Financial Reports- Catherine Fritz, Secretary/Treasurer

Secretary Fritz presented the financial report to the membership:

The Balance Sheet as of January 31, 2022 was provided in the meeting materials for the membership.

Also provided:

- The Profit and Loss statement for October 1, 2021– January 2022
- The Profit and Loss statement for the previous fiscal year of October 1, 2020 – September 30, 2021

As of January 31, 2022, total assets from both the checking and savings accounts total \$135,652.59.

AGENDA ITEM 8- WCARB Current & Upcoming Fiscal Year Budget

Secretary Fritz explained that the budget for the current fiscal year, October 1, 2021-September 30, 2022 and the upcoming fiscal year, October 1, 2022- September 30, 2023.

AGENDA ITEM 9- Election Procedure Protocol

Executive Committee Member Sams explained election process and positions to be voted on.

Terms for new electees start in June 2022.

AGENDA ITEM 10- Nominations- From the Floor

Executive Committee Member Sams conducted the elections this year.

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

Nilza Serrano (CA), nominated Sylvia Kwan (CA) for Regional Director, seconded by Tian Feng (CA).

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

Executive Committee: Three open positions.

Nilza Serrano (CA), nominated Corey Solum (UT), Catherine Fritz (AK), and Doug Sams (OR) for each open position on the WCARB Region 6 Executive Committee. Seconded by Roberto Yumol (HI).

Jim Oschwald (NM) nominated Mike Kolejka (AZ) to serve on the Executive Committee, seconded by Sylvia Kwan (CA).

Member Sams (OR) declined his nomination.

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

AGENDA ITEM 11- Nominee Speeches: Regional Director and Executive Committee

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

Members: Catherine Fritz (AK), Corey Solum (UT), and Mike Kolejka (AZ) each addressed the members and discussed their backgrounds and why they wanted to serve the region as members of the Executive Committee.

AGENDA ITEM 12- Elections: Regional Director and Executive Committee

The Election Committee conducted the elections:

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

Executive Committee: Corey Solum (UT), Catherine Fritz (AK), and Mike Kolejka (AZ) were elected by acclimation.

AGENDA ITEM 13- Executive Election Procedure Protocol

Executive Committee Member Sams explained executive election process.

AGENDA ITEM 14- Nominee Speeches: Chair, Vice-Chair and Secretary/Treasurer

Executive Officers: Tara Rothwell (NM), Corey Solum (UT), and Catherine Fritz (AK) each addressed the members and discussed how they want to serve the region again as members of an Executive Officer.

AGENDA ITEM 15- Elections for Executive Officers

Sams called for nominations from the floor for the Executive Officers-Chair, Vice Chair and Secretary/ Treasurer.

Catherine Fritz (AK), nominated Tara Rothwell (NM) for Chair, seconded by Nilza Serrano (CA).

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

Sylvia Kwan (CA), nominated Corey Solum (UT) for Vice Chair, seconded by Greg Erny (NV).

Hearing no other nominations from the floor, Sams closed the nominations for the Vice Chair.

Tian Feng (CA), nominated Catherine Fritz (AK) for Secretary/Treasurer, seconded by Jim Oswald (NM).

Hearing no other nominations from the floor, Sams closed the nominations for the Secretary/Treasurer.

Executive Officers: Tara Rothwell (NM) for Chair, Corey Solum (UT) Vice Chair, and Catherine Fritz (AK) Secretary/ Treasurer were elected by acclimation.

*Madam Chair Rothwell moved forward with line item 16-18 & 21 of the agenda on 03/04/2022.

Agenda items 13-15, 19-20, & 22 were addressed on 03/05/2022.

AGENDA ITEM 16-Strategic Plan 2022 Action Item Report

Fritz provided an overview of the objectives within the strategic plan. Executive Committee members assigned to workgroups to help guide the work.

AGENDA ITEM 17 & 18-Review, Discuss, & Vote of Proposed Bylaw Amendments/ Proposed Rule Changes

Sams revised the agenda item and explained the region can review and discuss the proposed amendments to the bylaws but cannot be voted upon until the June 2022 meeting because membership bylaws require a 60 day notice on WCARB's website. Sams explained the proposed revisions to WCARB Bylaws.

Resolution 1

Reason for Revising ARTICLE VI MEETINGS OF THE WESTERN REGION: To allow the Executive Committee the flexibility to schedule and coordinate the WCARB Annual Meeting with the Regional Leadership Committee and not be restricted by a specific date established by the Members.

Revise ARTICLE VI MEETINGS OF THE WESTERN REGION a) to read: a) The Annual Meeting shall occur annually at a date established by the ~~Members~~ Executive Committee **in collaboration with the Regional Leadership Committee**; this meeting shall be open to all Delegates of all Members as well as the MBE of each Member. The purpose of the meeting shall be election of the Executive Committee, participation in Education Workshops, nomination of a Regional Director, and transaction of other business that may properly come before the meeting.

Resolution 2

Reason for Revising ARTICLE IX WESTERN REGION REGIONAL DIRECTOR: To align the term of the Western Region Regional Director to align with recent changes to NCARB bylaws regarding maximum length of term for regional director.

Revise ARTICLE IX WESTERN REGION REGIONAL DIRECTOR a) to read: a) A nominee for the Director of the Western Region shall be selected annually by majority vote of Members present at the Annual Meeting of WCARB, and shall assume office following confirmation at the Annual Meeting of NCARB. The Western Region Director shall serve no more than **two (2)** ~~three (3)~~ consecutive one-year terms. Appointment to fill a vacancy of the Director shall not be counted against the limit of **two** ~~three~~ consecutive terms.

Resolution 3

(Option 1)

Reason for Revising ARTICLE XII RULES OF THE REGION: Revise the Rules of the Region to allow the Executive Committee the flexibility to address current issues that challenge the governance of WCARB. Examples include virtual meetings, travel restrictions, etc.

Revise ARTICLE XII RULES OF THE REGION to read: The Western Region shall adopt reasonable rules necessary for the administration of these Bylaws. These rules shall be adopted by majority vote **of the Executive Committee** ~~at a meeting~~ of the Western Region and amended in the same manner.

(Option 2)

Reason for Revising ARTICLE XII RULES OF THE REGION: Revise the Rules of the Region to allow the Executive Committee the flexibility to address schedule issues that challenge the governance of WCARB.

Revise ARTICLE XII RULES OF THE REGION to read: The Western Region shall adopt reasonable rules necessary for the administration of these Bylaws. These rules shall be adopted by majority vote **of the members for Articles 1 through 8** at a meeting of the Western Region **and by a majority vote of the Executive Committee for Article 9 Schedule** and amended in the same manner.

Resolution 3 option 1 was debated by Erny and Oschwald.

ADJOURN FOR THE DAY AT 1:15PM EST.

Saturday, March 5, 2022

Madam Chair Rothwell reconvened the hybrid 2022 WCARB Regional Meeting at 10:15AM EST.

AGENDA ITEM 19- Review & Discussion of Proposed NCARB Resolutions

- **Resolution 2022-A-** has the membership ratify the Mutual Recognition Arrangement (MRA) development between NCARB and the U.K.'s Architect Registration Board (ARB). The agreement is expected to be signed in Spring 2022, and if the agreement is ratified, it will be implemented by January 1, 2023.
- **Resolution 2022-B-** updates the definition of responsible charge to reflect modern practice standards, including changing the term in *Model Law* to "responsible control." The proposed responsible control language

expands the existing definition to bring regulation into alignment with current practice, while removing ambiguity and clearly defining the critical components and expectations of architects in responsible control.

- **Resolution 2022-C-** sunsets examination-related resolutions passed between 1966-1999 by the membership that no longer align with how NCARB operates today.
- **Resolution 2022-D-** sunsets resolutions passed by the membership that no longer align with how NCARB operates today. This batch of resolutions focuses specifically on membership, related organizations, and other misc. policies that were passed between 1980-2020.
- **Resolution 2022-E-** turns the Diversity Collaborative into a standing advisory committee in the *NCARB Bylaws* to ensure the continuity of its important work. This update to the *Bylaws* would further demonstrate the Council's ongoing commitment to diversity, equity, and inclusion; send a clear signal that this work is a priority to the organization; and will allow the committee the opportunity to continue to evolve.
- **Resolution 2022-F-** updates the *NCARB Bylaws* to add the Northern Mariana Islands to Article VI, Section 2; make minor updates to Article VII, Section 5 for clarity and consistency for elections of like positions; and replace pronouns with gender-neutral alternatives.
- **Resolution 2022-G-** is a holistic update to the Requirements for NCARB Certification in the *NCARB Certification Guidelines* for clarity, ease of use by applicants, and alignment with current processes. There are some recommended changes, including removing a five-year grace period for candidates in process as a blanket policy, aligning Section 5 with the Professional Conduct Committee's Rules of Procedure, and removing appendices A and B.

- **Update on Resolution 2021-H-**

Last year at its April 2021 meeting, the Board of Directors tabled a resolution proposed by the Diversity Collaborative that would realign the positions on the Board. At that time, the Board indicated that the proposal should undergo further review and discussion. In July, the Council hired DEI and governance consultants to shape discussions by the Board and other key volunteers regarding the various facets of diversity, equity, and inclusion; to provide guidance regarding non-profit governance best practices; and to facilitate membership listening sessions to ascertain DEI impediments in the volunteer culture. Work on exploring these issues remains ongoing as a precursor to any new or reconsidered resolution and will continue into FY23.

AGENDA ITEM 20-WCARB Laudatories

Vice Chair Solum recognized and presented the laudatory certificates to Carmen Wyckoff (AZ), Mary Morissette (CO), Andrew T. Laguaña (GU), Jim Chaney (OR), Colin Jones (WA), and Rick Storvick (WA).

AGENDA ITEM 21-NCARB Visiting Team & Candidates Visit

FY23 NCARB BOD Treasurer candidate, Ed Marley and Secretary candidate, Richard McNeal gave their speech and answered questions from the region.

As well as candidate for NCARB BOD Treasurer, David Hornbeek and Secretary candidate, John Rademacher.

NCARB President, Alfred Vidaurri, NCARB 1VP, Bayliss Ward, Mike Armstrong, CEO, Mary de Sousa, COO, Guillermo Ortiz de Zarate, CIO, Andy McIntyre and Josh Batkin, NCARB Staff were present to answer any questions.

The Visiting Team answered questions about the proposed resolutions, candidates background, and educational degree.

Armstrong explained NCARB's mutual agreements, AXP/ARE requirements, NAAB accredited degrees versus each jurisdiction statutory language requirements. Voting for each resolution will hopefully take place in June at Annual Business Meeting 2022.

Madam Chair Rothwell thanked the Visiting Team for stopping by Region 6.

AGENDA ITEM 22-New Business/ Old Business

Madam Chair Rothwell discussed the Region 6 diversity, equity and inclusion data provided by NCARB during the regional summit.

She reminded WCARB members that it is our upcoming year to host the 2023 Regional Summit. The locations range from Hawaii to Arizona and hopefully will have a final location with dates from NCARB to distribute ASAP.

She also reminded everyone that the WCARB Bylaws will be officially voted on at the June 2022 Annual Business Meeting.

She thanked Vice Chair Solum for his work, along with his marketing staff, redesigning the laudatory certificates for the outgoing members.

Marley thanked Madam Chair Rothwell for her hard work during this fiscal year serving on NCARB committees.

Secretary Fritz reminded everyone that the strategic action plan has executive committee liaisons assigned and if anyone is interested on a working task please notify her.

ADJOURN

The meeting was adjourned at 12:35PM and will reconvene at the NCARB Annual Business Meeting in Austin, Texas in June 02-04, 2022.

**WCARB Meeting @ Regional Summit in Charlotte, NC
Attendees March 4-5, 2022**

***Via Zoom**

ALASKA

Catherine Fritz
Sara Neal

ARIZONA

Ed Marley
Mike Kolejka
*Judith Stapley

CALIFORNIA

Sylvia Kwan
Jon Baker
Tian Feng
Nilza Serrano
Laura Zuniga
Ebony Lewis
Robert Pearman
*Charles Ward

COLORADO

*Mary Morissette

GUAM

Cathyann Gogue
Catherine Gutierrez

HAWAII

*Roberto Yumol

IDAHO

Daniel Mullin
Allison McClintick

NEVADA

William Snyder
Stacey Hatfield
Greg Erny, Past NCARB President
James Mickey
Monica Harrison

NEW MEXICO

Bob Calvani, Past NCARB President

*Ray Vigil

Tara Rothwell

Jim Oschwald

Melarie Gonzales (Region 6 Exec)

NORTHERN MARIANA ISLANDS

Esther Fleming

OREGON

*Doug Sams

Donald Eggleston

Richard Alexander

Lisa Howard

UTAH

Corey Solum

Bret Bullough

*Brian Jacobson

WASHINGTON

*Scott Harm

*Sian Roberts

*Rick Storvick

WCARB

Western Council of
Architectural Registration Boards
REGION 6

Regional Director's Report
Sylvia Kwan, Regional Director

WCARB

Western Council of
Architectural Registration Boards
REGION 6

Regional Chair's Report
Tara Rothwell, Regional Chair

WCARB

Western Council of
Architectural Registration Boards
REGION 6

Financial Report

Catherine Fritz, Secretary/Treasurer

5:24 PM

05/22/22

Cash Basis

WCARB
Balance Sheet Standard
As of May 22, 2022

| | <u>May 22, '22</u> |
|--|---------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| New Mexico Bank & Trust | -5.00 |
| NM Bank & Trust - Savin... | 84,196.95 |
| NM Bank & Trust - Chec... | 38,675.99 |
| Cash - Checking | -175.12 |
| | <u>122,692.82</u> |
| Total Checking/Savings | <u>122,692.82</u> |
| | <u>122,692.82</u> |
| TOTAL ASSETS | <u><u>122,692.82</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | 0.18 |
| Retained Earnings | 122,131.39 |
| Net Income | 561.25 |
| | <u>122,692.82</u> |
| Total Equity | <u>122,692.82</u> |
| TOTAL LIABILITIES & EQUI... | <u><u>122,692.82</u></u> |

5:45 PM

05/22/22

Cash Basis

WCARB

Profit and Loss Standard

October 1, 2021 through May 22, 2022

| | <u>Oct 1, '21 - May 22, ...</u> |
|----------------------------|---------------------------------|
| Ordinary Income/Expense | |
| Income | |
| Interest | 4.87 |
| Annual Dues | |
| Colorado | 4,000.00 |
| No. Marianas | 4,000.00 |
| | <u>8,000.00</u> |
| Total Annual Dues | 8,000.00 |
| | <u>8,004.87</u> |
| Total Income | 8,004.87 |
| Expense | |
| Regional Dinner Expense | 3,667.92 |
| Miscellaneous | 146.22 |
| Bank Service Charges | 5.00 |
| Executive Committee Tra... | 12,115.91 |
| Telephone | 471.10 |
| Postage and Mailing | 306.23 |
| Executive Director's Pay | 11,666.69 |
| Meeting Costs | 277.81 |
| Office Supplies | 754.51 |
| Internet | 751.47 |
| Recurring Software Expe... | 160.58 |
| | <u>30,323.44</u> |
| Total Expense | 30,323.44 |
| | <u>-22,318.57</u> |
| Net Ordinary Income | -22,318.57 |
| | <u>-22,318.57</u> |
| Net Income | <u>-22,318.57</u> |

5:29 PM

05/22/22

Cash Basis

WCARB

Profit and Loss Standard

October 2020 through September 2021

| | <u>Oct '20 - Sep '21</u> |
|-----------------------------|--------------------------|
| Ordinary Income/Expense | |
| Income | |
| Meeting Reimbursement | 1,500.00 |
| Interest | 11.61 |
| Annual Dues | |
| Alaska | 8,000.00 |
| Arizona | 4,000.00 |
| California | 8,000.00 |
| Guam | 8,000.00 |
| Hawaii | 8,000.00 |
| Idaho | 4,000.00 |
| Nevada | 4,000.00 |
| Oregon | 4,000.00 |
| Utah | 4,000.00 |
| Washington | 4,000.00 |
| Total Annual Dues | <u>56,000.00</u> |
| Total Income | 57,511.61 |
| Expense | |
| Regional Dinner Expense | 3,100.00 |
| Bank Service Charges | 107.06 |
| Executive Committee Tra... | 3,297.58 |
| Telephone | 201.90 |
| Postage and Mailing | 411.93 |
| Executive Director's Pay | 22,500.00 |
| Executive Director's Travel | 7,033.20 |
| Internet | 748.86 |
| Computer Equip | 1,878.24 |
| Web Site | 300.00 |
| Web Site Development | 100.00 |
| Recurring Software Expe... | 703.59 |
| Total Expense | <u>40,382.36</u> |
| Net Ordinary Income | 17,129.25 |

5:29 PM

05/22/22

Cash Basis

WCARB

Profit and Loss Standard

October 2020 through September 2021

| | <u>Oct '20 - Sep '21</u> |
|-------------------------|--------------------------|
| Other Income/Expense | |
| Other Income | |
| Melarie Gonzales - NMBT | 0.15 |
| Total Other Income | <u>0.15</u> |
| Net Other Income | <u>0.15</u> |
| Net Income | <u><u>17,129.40</u></u> |

WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS

APPROVED BUDGET OF REVENUE AND EXPENDITURES FOR
FISCAL YEAR October 1, 2022 - September 30, 2023

BUDGETED AMOUNT

REVENUE:

| | |
|----------------------------|-------------------------|
| Bank Interest | \$ 20.00 |
| Annual Dues: | \$ 52,000.00 |
| Reserves Drawdown | \$ 8,800.00 |
| TOTAL 2021-22 REVENUE: | <u>\$ 60,820.00</u> |

EXPENDITURES:

| | |
|--|-------------------------|
| Executive Committee Travel | \$ 15,000.00 |
| Education/Program Development and R6 Committee Expenses | 10,000.00 |
| Meeting Costs | 2,500.00 |
| Regional 6 Hosting Meeting | 3,000.00 |
| Regional Dinner | 4,500.00 |
| Executive Director's Pay | 20,000.00 |
| ED Planning 2023 Pay | 3,000.00 |
| Communication, Website & Internet | 2,000.00 |
| Printing, Production & Mailing | 300.00 |
| Misc (includes annual software expense) | <u>500.00</u> |
| TOTAL 2022-23 EXPENDITURES: | <u>\$ 60,800.00</u> |

WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS BYLAWS

ARTICLE I: NAME

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

ARTICLE II: DEFINITIONS

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

ARTICLE III: MISSION

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

- 2) Serve as a trusted resource for intern development, licensing, registration data and regulatory information,
 - 3) Advocate the elimination of impediments to reciprocity,
 - 4) Promote recognition of the architect as the primary building professional qualified to protect the public's health, safety, and welfare through enhancing the quality and sustainability of the built environment.
 - 5) Value diversity of opinion and representation, and
 - 6) Identify and review issues of current and future regulatory concern that may affect the practice of architecture.
- (c) Through the Western Region the Members shall maintain collaboration and communication with other Members within the Region. Members shall join together to participate in the work of NCARB and to provide leadership for NCARB. Individuals who are members of Member Boards are encouraged to similarly support NCARB.
- (d) The Western Region shall pursue its objectives in the most efficient, diligent, and fiscally responsible manner possible. Our pursuit shall be governed by core values of cooperation, integrity, and accountability.

ARTICLE IV: DOMAIN

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

ARTICLE V: MEMBERSHIP

- a) The membership of the Western Region shall be composed of the Members assigned to the Western Region by the NCARB Bylaws. No Delegate may participate in the work of the Western Region if their respective Member, although current with NCARB dues, is not current with all dues owed to the WCARB.
- b) Any WCARB Member may resign upon submittal of written notification from the Member Chair to the WCARB Chair. Said resignation shall be communicated to the business office of each other member Board and to the NCARB within ten days of receipt by the WCARB Chair. Resignation shall be effective thirty (30) days following the date of receipt of the notice from the Member by the WCARB chair.

ARTICLE VI: MEETINGS OF THE WESTERN REGION

- a) The Annual Meeting shall occur annually at a date established by the Members/Executive Committee; this meeting shall be open to all Delegates of all Members as well as the MBE of each Member. The purpose of the meeting shall be election of the Executive Committee, participation in Education Workshops, nomination of a Regional Director, and transaction of other business that may properly come before the meeting.
- b) A meeting, consisting of one or more sessions, shall be held in conjunction with the NCARB Annual Meeting.

- c) Each Member shall send at least an Official Delegate to the meeting of the Western Region. Regardless of the number of Delegates representing each Member, each Member shall have one vote. Each Member shall identify the Official Delegate at the roll call of the meeting.
- d) A quorum shall be a majority of the Members of the Western Region.
- e) Voting by absentee ballot shall not be allowed.
- f) If the Official Delegate is absent from any portion of the meeting, the Official Delegate shall declare to the Chair of the meeting another Delegate of the same Member Board as Alternate. An MBE shall be allowed to act as either Official Delegate or Alternate when so designated by their Board Chair in writing, and approved by the WCARB Chair.
- g) All meetings shall be conducted in accordance with Robert's Rules of Order, Latest Edition.
- h) Special meetings may be called by the Chair with the concurrence of a majority of the Executive Committee members.

ARTICLE VII: EXECUTIVE COMMITTEE

- a) The Executive Committee of the Western Region shall be composed of five voting members - a Chairperson, a Vice Chairperson, a Secretary/Treasurer and two members. The five voting Executive Committee members shall be elected by majority vote of Members present at an Annual Meeting of WCARB. The Regional Director and the WCARB Executive Director shall serve as ex officio non-voting members of the Executive Committee.
- b) Executive Committee members shall be elected for a term of two years, three members to be elected in even numbered years and two members in odd-numbered years, to assure management continuity. A nominee for the Executive Committee must be a current active member of the nominee's respective Board. New Executive Committee Members shall assume office immediately following the adjournment of the next Annual Meeting of NCARB. A member of the Executive Committee who is no longer a member of their State Board may complete their elected term of service on the Executive Committee.
 - 1. The Chair, Vice Chair, and Secretary/Treasurer shall be elected, by majority vote of Members present at the Annual Meeting of WCARB, from among the membership of the Executive Committee who will be in office immediately following the adjournment of the next Annual Meeting of NCARB. Their term of office will commence immediately following the next Annual Meeting of NCARB.
 - 1.1 Any candidate running for the Executive Committee shall have the opportunity to address the membership. In the event of a tie in an election for a position on the Executive Committee, the candidate shall have the opportunity to readdress the membership, followed by another caucus of the membership. This process shall repeat until a winner is declared.

2. The Chair of the Executive Committee shall exercise general supervision over the affairs of WCARB and shall perform all the duties required by these bylaws or delegated by the Executive Committee. The Chair shall preside at every meeting of the Western Region and of the Executive Committee and shall appoint all committees.
 3. The Secretary/Treasurer shall review the minutes and financial statements prepared by the Executive Director and shall present such at the annual meeting.
 4. In the absence of the Chair, or in the event the Chair position is vacated, the Vice Chair shall preside and perform all the duties of the Chair.
 5. In the absence of both the Chair and the Vice Chair, the Secretary/Treasurer shall preside and perform all the duties of the Chair.
 6. In the event of a vacancy in the Vice-Chair position, the Executive Committee shall elect, from the Executive Committee, a Vice-Chair to serve the remainder of the vacated term of office.
 7. In the event of a vacancy in the Secretary/Treasurer position, the Executive Committee shall elect, from the Executive Committee, a Secretary/Treasurer to serve the remainder of the vacated term of office.
 8. The Chair shall serve as the official representative of WCARB to the NCARB Annual Meeting.
 9. The Chair shall serve as the official representative to the NCARB Regional Leadership Committee.
 10. In the event of a vacancy on the Executive Committee, the Executive Committee shall elect a member to serve the remainder of the vacated term of office.
- c) The Executive Committee of the Western Region shall administer the affairs of the Western Region; shall put into effect all general policies, directions and instructions adopted at any meeting of the Western Region where a quorum is present, and shall act for the membership of the Western Region in all matters within the limits of authority granted to the officers and Executive Committee by these Bylaws. Executive Committee members shall be reimbursed for their expenses relative to WCARB activities, in accordance with the Region's Rules.
- d) Removal of an Executive Committee Member:
1. A member may be removed from the Executive Committee after two unexcused absences from any regularly scheduled WCARB meetings.
 2. A majority vote by the Executive Committee members present at the next meeting is required to remove a member from that committee.

e) Term limits for Executive Committee Members:

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

f) Meetings of the Executive Committee:

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

ARTICLE VIII: EXECUTIVE DIRECTOR

a) The Executive Committee of the Western Region shall appoint an Executive Director who shall serve as an ex officio, non-voting member of the Executive Committee. The Executive Director need not be a member of a member board of the Western Region.

b) The Executive Director shall be responsible for all the clerical work, including financial matters, pertaining to the business of the Western Region, in cooperation with the Executive Committee, and prepare and forward all invoices, receive all moneys and deposit same in the name of the Western Region in a bank approved by the Executive Committee, and assist in the planning and program details of all meetings and conferences. The Executive Director shall record and distribute minutes of all WCARB and Executive Committee meetings. The Executive Director shall be delegated the authority to write checks on the WCARB account(s) by the Executive Committee. In the absence of the Executive Director or if the check writing authority of the Executive Director has been limited in any way by the Executive Committee, the Chair shall have check writing authority.

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

ARTICLE IX: WESTERN REGION REGIONAL DIRECTOR

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

- b) If a nominee for Director has made a declaration as a candidate for NCARB office prior to the WCARB Annual Meeting, an Alternate Nominee shall be selected by a majority vote at an election to be held immediately following the vote for Director. If the nominee for Director is subsequently elected to NCARB office at the NCARB Annual Meeting, the Alternate Nominee shall assume the position of Director.
- c) In the event the Western Region Directorship is vacated for any other reason than for that described under b), the Chair shall serve the remainder of the term, and shall vacate the position of Chair of the Western Region.
- d) The Western Region Director shall serve as an ex-officio, non voting member of the Executive Committee.

ARTICLE X: COMMITTEES

- a) The following standing committees shall be chaired by a member of the Executive Committee:
 - 1. The Elections Committee shall serve to approve credentials of Official Delegates, and to oversee the elections.
 - 2. The Resolutions and Laudatories Committee shall propose resolutions, review and compile resolutions proposed by Members for consideration, compose laudatory resolutions if needed, and present resolutions at any meeting.
 - 3. The Education Program Committee shall create and facilitate the Education Workshops for delegates and MBE's when they are held at the Annual Meeting. The Vice Chair shall chair the Education Program Committee, along with three volunteers from the general membership.
- b) The Chair may appoint special committees or task forces as approved by the Executive Committee. Special committees or task forces report and recommend to the Executive Committee.

ARTICLE XI: FINANCES

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

ARTICLE XII: RULES OF THE REGION

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

ARTICLE XIII: INDEMNIFICATION

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

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

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

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

ARTICLE XIV: BYLAW AMENDMENTS

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

b) A two-thirds vote of the Members present shall be necessary to amend these Bylaws.

HISTORY:

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

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WESTERN COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

REGION RULES - June 21, 2019

The following Region Rules have been adopted in accordance with WCARB Bylaws, Article XII; and as such, set forth the governing rights and powers of the Western Region.

1.0 DEFINITIONS

The definitions used in these rules shall be those as set forth in WCARB Bylaws, Article II.

2.0 ENDORSEMENTS:

WCARB Members may endorse Resolutions and Nominations prior to the NCARB Annual Meeting. A majority vote of the membership shall be required. Endorsements shall serve to inform both WCARB Members and other Members of NCARB of the position taken by WCARB Members.

3.0 COOPERATION WITH NCARB:

WCARB will cooperate with the NCARB in order to promote the interests of the Members and to coordinate the activities of the WCARB and its Members with those of the NCARB. WCARB may formulate policy recommendations on matters of general WCARB interest or as input to NCARB committees, task forces and other groups established by the NCARB. The development of such policy recommendations and input shall be for the purpose of improving the representation of WCARB Members' concerns before the NCARB. This representation shall not preclude the presentation by Delegates of divergent or more extensive input to the NCARB.

4.0 RELATIONS WITH OTHER ORGANIZATIONS:

The WCARB will attempt to facilitate improved communication between various collateral organizations and the Members of the Western Region. Representatives of these organizations will be invited to meet with representative of the Western Region or to attend WCARB meetings as determined by the Executive Committee or a majority of the membership.

5.0 FINANCIAL

5.1 General

5.1.1 The fiscal year shall be from October through September of each year.

5.1.2 The Executive Committee shall review and approve interim and year-end financial statements prepared by the Executive Director. These financial statements shall be presented to the Executive Committee prior to the WCARB Annual Meeting and prior to presentation to the Members.

5.1.3 The Executive Committee shall adopt an Annual Budget at the Executive Committee meeting in June. This budget shall take effect on October 1 of the same year and shall be presented to the Members for ratification at the Annual Meeting, at which time the Members may amend the Annual Budget.

5.1.4 The registration fees for the WCARB Annual Meeting shall adequately fund all of the meeting program expenses.

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 July 1 of each year.

6.2.2 Only those Member Boards who are current with their dues shall be eligible to participate in the work of the WCARB and to vote at the WCARB Meetings.

6.2.3 WCARB shall maintain an operating reserve of not less than (75%) of the current amount budgeted for operations in an interest-bearing account approved by the Executive Committee.

6.3 Expenses

6.3.1 The Executive Committee shall authorize the Executive Director to pay for all budgeted expenses including all legitimate reimbursable expenses applied for on WCARB reimbursement forms.

6.3.2 The Executive Committee members shall be reimbursed for all expenses related to WCARB work and in accordance with the Bylaws and the Rules.

7.0 DELEGATE FUNDING TO WCARB MEETINGS

7.1 To ensure the required attendance of an Official from each Member at the meetings of WCARB, Members' annual dues shall be increased by an optional supplemental dues assessment in an amount to be determined by each Member to meet the travel expenses of Delegates and the MBE from each Member to attend the meetings of the Western Region during the period covered by the annual dues.

7.2 The amount of the optional supplemental dues shall be established annually by each Member.

7.3 No funds shall be provided to a delegate for attendance at a Western Region meeting if such Member has not paid their annual and supplemental dues.

7.4 A WCARB Member may exercise an option to have added to their annual dues additional amounts in increments of \$100 to cover the travel for their Board Members or their MBE to the WCARB Annual Meeting and the WCARB meeting sessions at the

NCARB Annual Meeting. The assessment will be added only upon written request from the Member and the request is submitted to the Executive Director of the Western Region at least 30 days in advance of the annual dues billing.

7.5 Supplemental dues for delegate travel expenses to a WCARB meeting that have not been requested for reimbursement in writing shall remain in the Member jurisdiction's travel account.

8.0 TRAVEL REIMBURSEMENT CONDITIONS AND GUIDELINES

8.1 General

8.1.1 WCARB will process reimbursements for travel expenses, not to exceed the amount of supplemental dues paid, to individual delegates after their reimbursement forms have been approved by their Member Board Executive. Requests for reimbursement must be made by the MBE's on forms provided by WCARB within 60 days following the meetings for which travel reimbursement is requested. Any requests received after 90 days following the close of the NCARB Annual Meeting will not be processed. Reimbursement forms may be submitted by mail or e-mail to the Executive Director.

8.1.2 The Executive Director and/or WCARB Chair must approve any deviations from the Travel Reimbursement Guidelines in advance, and then only with adequate written justification.

8.1.3 It is the responsibility of the Member Boards to monitor the individual reimbursable expenses of their delegates.

8.1.4 Travel reimbursements for the members of the WCARB Executive Committee shall comply with the current NCARB Travel Policies.

9.0 SCHEDULE OF EVENTS

The work of WCARB shall adhere generally to the annual schedule set forth below. Variations from this schedule may be made by the Executive Committee as long as such variations do not conflict with the annual schedule of NCARB or create hardship for WCARB Members.

WCARB Annual Schedule of Events

| <u>Date</u> | <u>Responsibility</u> | <u>Task</u> |
|----------------|-----------------------|---|
| 1st wk January | Exec. Director | Distribute WCARB Annual Meeting packets |
| 3rd wk January | MBE's | Forward resolutions to Executive Director |
| 3rd wk January | Exec. Director | Forward any proposed Bylaw changes to membership, making sure they arrive in each |

| | | |
|-----------------------------|-----------------|--|
| | | Board office 60 days prior to WCARB Annual Meeting |
| 1st wk February | Exec. Director | Forward resolutions to membership, making sure they arrive in each Board office 30 days prior to WCARB Annual Meeting |
| 2 nd wk February | MBE's | Forward Annual State Reports to Exec. Director. |
| 1st wk March | Chair | Start arrangements for Exec. Director next year's WCARB Annual Meeting |
| 1 st wk March | Exec. Director | Distribute Final Agenda for WCARB Annual Meeting; |
| 2 nd wk March | WCARB | WCARB Annual Meeting |
| 4th wk March | Exec. Director | Forward WCARB Resolutions to NCARB for consideration at the NCARB Annual Meeting |
| 1st wk April | Exec. Director | Forward draft of WCARB meeting minutes to Executive Committee for review |
| 1st wk April | Chair | State/WCARB Report to NCARB |
| 2nd wk April | Exec. Director | Distribute minutes from WCARB Annual Meeting to all MBE's and Member Board Members and the Executive Committee |
| 3rd wk April | Exec. Director | Forward any proposed By-Law Changes to membership, making sure they arrive in each Board office 60 days prior to WCARB June Meeting |
| 1st wk May | Chair | Distribute tentative agendas for Executive Committee and WCARB Meetings to be held in Conjunction with NCARB Annual Meeting |
| 2nd wk May | Exec. Director | Distribute information for NCARB Annual Meeting to Member Board Members: final agenda; minutes from WCARB annual meeting; finance report |
| 2 nd wk May | NCARB/Exec. Dir | WCARB Invoices sent out |
| 3rd wk June | | NCARB Annual Meeting WCARB June Meeting |

| | | |
|------------------|-----------------------|--|
| 2nd wk August | Exec. Director | Forward typed draft of minutes from WCARB June meeting to Executive Committee for review and approval. Prepare annual financial statement for NCARB |
| 4th wk August | Exec. Director | Distribute WCARB June meeting minutes to all MBE's and Member Board Members and the Executive Committee |
| 1st wk September | Chair | Executive Committee Fall Meeting announced; agenda distributed; finalize WCARB Annual Meeting arrangements |
| 1st wk September | MBE | Inform Exec. Director in writing of amount of Optional Supplemental Dues to be invoiced by Exec. Director |
| 3rd wk September | MBE | Deadline for submitting written request for reimbursement to Exec. Director of Optional Supplemental Dues (90 days following the close of the NCARB Annual Meeting). |
| October | Chair, Exec. Director | Executive Committee Fall Meeting – at location of next WCARB Annual Meeting |
| 1st wk November | Exec. Director | Distribute Fall Executive Committee Meeting Minutes |
| 2nd wk November | Exec. Director | Complete WCARB Annual tax information and forward to NCARB |
| 3rd wk. November | Exec. Director | Distribute preliminary Host State information on WCARB Annual Meeting to Member Boards: registration fees; hotel charges; locations; dates |
| 2nd wk December | Chair | Forward periodic state reports to Regional Director for the NCARB Board of Director's Meeting |

History:

Adopted 3/14/80 (A-D)
Adopted 6/28/85 (E)
Adopted 3/15/86 (F)
Adopted 3/14/87 (F)
Amended "F" 3/2/89
Amended "A" 3/30/90
Amended "E" 6/27/90
"F" changed to "G" 10/19/91
Amended new "F" d) 3/6/93
Amended "F-Auto-Private & F-Per Diem 10/5/96
Adopted 3/20/99 (revised in full)
Revised 3/24/00
Revised 6/19/09
Revised 3/9/12
Revised 6/21/13
Revised 6/19/15
Revised 6/21/19

Proposed Revisions to WCARB Bylaws

Resolution 1

Reason for Revising ARTICLE VI MEETINGS OF THE WESTERN REGION: To allow the Executive Committee the flexibility to schedule and coordinate the WCARB Annual Meeting with the Regional Leadership Committee and not be restricted by a specific date established by the Members.

Revise ARTICLE VI MEETINGS OF THE WESTERN REGION a) to read: a) The Annual Meeting shall occur annually at a date established by the ~~Members~~/Executive Committee **in collaboration with the Regional Leadership Committee**; this meeting shall be open to all Delegates of all Members as well as the MBE of each Member. The purpose of the meeting shall be election of the Executive Committee, participation in Education Workshops, nomination of a Regional Director, and transaction of other business that may properly come before the meeting.

Resolution 2

Reason for Revising ARTICLE IX WESTERN REGION REGIONAL DIRECTOR: To align the term of the Western Region Regional Director to align with recent changes to NCARB bylaws regarding maximum length of term for regional director.

Revise ARTICLE IX WESTERN REGION REGIONAL DIRECTOR a) to read: a) A nominee for the Director of the Western Region shall be selected annually by majority vote of Members present at the Annual Meeting of WCARB, and shall assume office following confirmation at the Annual Meeting of NCARB. The Western Region Director shall serve no more than **two (2)** ~~three (3)~~ consecutive one-year terms. Appointment to fill a vacancy of the Director shall not be counted against the limit of **two** ~~three~~ consecutive terms.

Resolution 3

(Option 1)

Reason for Revising ARTICLE XII RULES OF THE REGION: Revise the Rules of the Region to allow the Executive Committee the flexibility to address current issues that challenge the governance of WCARB. Examples include virtual meetings, travel restrictions, etc.

Revise ARTICLE XII RULES OF THE REGION to read: The Western Region shall adopt reasonable rules necessary for the administration of these Bylaws. These rules shall be adopted by majority vote **of the Executive Committee** ~~at a meeting~~ of the Western Region and amended in the same manner.

(Option 2)

Reason for Revising ARTICLE XII RULES OF THE REGION: Revise the Rules of the Region to allow the Executive Committee the flexibility to address schedule issues that challenge the governance of WCARB.

Revise ARTICLE XII RULES OF THE REGION to read: The Western Region shall adopt reasonable rules necessary for the administration of these Bylaws. These rules shall be adopted by majority vote **of the members for Articles 1 through 8** at a meeting of the Western Region **and by a majority vote of the Executive Committee for Article 9 Schedule** and amended in the same manner.

WCARB

Western Council of
Architectural Registration Boards
REGION 6

State Reports

Update from March 2022- June 2022



Jurisdiction: Alaska

Board Composition

Architects: 2

Non-Architects: 9

Other Licensed Professionals: 8

(Total of 11 seats: 2 Architects, 2 Land Surveyors, 1 Landscape Architect, 5 Engineers of various disciplines, and 1 Public Member)

Licensing Statistics

In State Registrants: All professions: 2917; Architects: 231

Out of State Registrants: All Professions: 3294; Architects: 340

Brief Overview of Current Issues

The regulation to expedite temporary licensing for active military and military spouses has been approved. A significant “clean up” regulation project is nearly complete - the changes are in the public comment process. One notable change will allow landscape architects to sit for the LARE with no experience. Another change allows more exam options for structural engineer by comity applicants.

The board recently completed required Continuing Education audits and is working on regulation changes to clarify and simplify the CE process, and also to streamline the audit reporting and review process. Another regulation project that is underway is to allow staff to approve comity applicants who apply with a model law NCEES record, NCARB certificate or CLARB council record.

On the legislative front, HB61, a proposed bill to add Interior Designers as a licensed profession under the AELS board did not pass out of the legislature this session. However, the interior designers have indicated that they will continue to seek some kind of regulatory framework, so the AELS board will continue to monitor their efforts.

Current Legislation Related to Architecture

Miscellaneous

Two new board members (1 civil engineering seat and 1 public member seat) were confirmed during the legislative session. Staff shortages in the state Division of Professional Licensing continue, so the AELS board continues to assist its staff to the extent it is able.

Board Members Terming out in 2022



Western Council of
Architectural Registration Boards
REGION 6

Jurisdiction: Arizona

Board Composition:

Architects: 1 architect

Non-Architects: 6 public members (1 vacant)

Other Licensed Professionals: 1 engineer, 1 geologist, 1 land surveyor, 1 landscape architect

Licensing Statistics

The total number of all registrants, in and out of state, is 54,251. The total number of all architects, in and out of state, is 8,355.

In State Registrants:

The total number of all registrants in-state is 24,097. The total number of all in-state registered architects is 2,389.

Out of State Registrants:

The total number of all registrants out of state is 30,154. The total number of all out of state registered architects is 5,966.

Brief Overview of Current Issues

Digitization of 1.4 million Board documents. Will be moving to an e-licensing system next fiscal year pending the Governor's approval of the appropriated budget.

Current Legislation Related to Architecture

HB2612 - removes Good Moral Character from statute

Board Members Terming out in 2022:

Jack Gilmore, Landscape Architect (cannot be renewed, can continue serving until new appointment is made)

Dr. Clinton Campbell, Public Member (can be renewed)

Stacy Skankey, Public Member (can be renewed)

Helmuth Hack, Land Surveyor (serving an expired term, can be renewed)



Western Council of
Architectural Registration Boards
REGION 6

Jurisdiction: California

Board Composition

Architects: 5
Non-Architects: 5 (1 vacancy)
Other Licensed Professionals: 0

Licensing Statistics

In State Registrants: 16,609
Out of State Registrants: 4,160

Brief Overview of Current Issues

Brief Overview of Current Issues

The Board is implementing legislation signed by the Governor last year that would require licensees to complete five hours of continuing education (CE) on the topic of zero net carbon design. This requirement will take effect January 1, 2023, and the Board will need to adopt regulations to further define the requirement by July 1, 2024.

Separate legislation from last year requires the Board to create a temporary license for applicants who are the spouse or domestic partner of an individual who is assigned to a duty station in this state under official active duty military orders.

The Board is also in the process of adopting regulations to further define its existing CE requirement on disability access.

Current Legislation Related to Architecture

AB 1662 (Gipson) requires licensing boards to establish a process by which prospective applicants may request a preapplication determination as to whether their criminal history could be cause for denial of a completed application for licensure by the board.

SB 1214 (Jones) requires a local planning agency to ensure architectural drawings that contain protected information are made available to the public in a manner that does not facilitate their copying.

Miscellaneous

The Board is currently preparing for a regulatory fee increase, primarily due to the costs it is incurring from replacing its information technology system.

Board Members Terming out in 2022:

None

WCARB

Western Council of
Architectural Registration Boards
REGION 6

Jurisdiction: Colorado- *Report not submitted*

Board Composition

Architects:

Non-Architects:

Other Licensed Professionals:

Licensing Statistics

In State Registrants:

Out of State Registrants:

Brief Overview of Current Issues

Current Legislation Related to Architecture

Miscellaneous

Board Members Terming out in 2022:

WCARB

Western Council of
Architectural Registration Boards
REGION 6

Jurisdiction: Guam

Board Composition

Architects: 2
Non-Architects: 2
Other Licensed Professionals: 3

Licensing Statistics

In State Registrants: 30
Out of State Registrants: 60

Brief Overview of Current Issues

Review of Law, Rules and Regulations on-going.

Current Legislation Related to Architecture

None

Miscellaneous

Online registrations / online payments are now available on PEALS Board website

Board Members Terming out in 2022:

Andrew Laguana - Resigned January 27, 2022 due to health issues



Western Council of
Architectural Registration Boards
REGION 6

Jurisdiction: Hawaii

Board Composition = 14 members

Architects: 3

Non-Architects: 3 public

Other Licensed Professionals: 4 PE, 2 LA, 2 LS

Licensing Statistics

In State Registrants: 1045

Out of State Registrants: 1532

Brief Overview of Current Issues

none

Current Legislation Related to Architecture

none

Miscellaneous

The Board is currently going through rule amendment.

Draft 1 - currently moving towards public hearing stage. To license environmental and fire protection engineers; to clarify the Architect license renewal CE requirements; housekeeping items.

Draft 2 - currently under Dept of Attorney General's review. To allow for digital signatures on design documents; to clarify exam dates for engineers and surveyors; housekeeping items.

Board Members Terming out in 2022:

Ron Iwamoto, Structural Engineer

No new members appointed.



Western Council of
Architectural Registration Boards
REGION 6

Jurisdiction: State of Idaho Division of Occupational and Professional Licenses

Board Composition

Architects: 5
Non-Architects: 1
Other Licensed Professionals: n/a

Licensing Statistics

In State Registrants: 1,599
Out of State Registrants: 6,793

Brief Overview of Current Issues

N/A

Current Legislation Related to Architecture

During the 2022 legislative session, senate bill 1232, combined the Idaho Board of Architectural Examiners and the Idaho Board of Landscape Architects into a single board to regulate architects, architect interns, landscape architects, and landscape architects in training. This legislation will facilitate efficient licensing and oversight from the Division of Occupational and Professional Licenses.

Miscellaneous

The Division of Professional and Occupational licenses provides consumer protection and public safety through its regulation of more than 204,000 licensees within more than 48 Boards and Commissions here in the great State of Idaho.

Board Members Terming out in 2022:

none



Western Council of
Architectural Registration Boards
REGION 6

Jurisdiction: Nevada

Board Composition

Architects: 2979
Registered Interior Designers: 166
Residential Designers: 157

Licensing Statistics

In State Registrants: 795
Out of State Registrants: 2,507

Brief Overview of Current Issues

The board contracted with NCARB to assist in the analysis of the residential design profession. The residential design profession was legally recognized by the legislature in 1975. As a result of the findings in the practice analysis, the Board will be rewriting the residential design examination and will update the content of the exam.

The Board's annual continuing education seminar had to be held virtually again last November due to COVID restrictions. The seminar was a huge success and had approximately 580 attendees. Although the virtual meeting is well received, the Board will be considering bringing in-person seminars back in the future and once it's safe to do so.

Board Members Terming out in 2022:

| | |
|--|----------|
| William Snyder, Architect | 10/31/22 |
| Kimberly Ciesynski, Registered Interior Designer | 10/31/22 |
| John Morelli, Residential Designer | 10/31/22 |



Western Council of
Architectural Registration Boards
REGION 6

Jurisdiction: New Mexico

Board Composition

Architects: 6

Non-Architects: 1

Other Licensed Professionals: NMBEA Public Member & Vice Chair Mark Glenn, Esq.

Licensing Statistics

In State Registrants: 708

Out of State Registrants: 1,517

Brief Overview of Current Issues

Current Legislation Related to Architecture

Board's sunset hearing will held August 16, 2022.

Miscellaneous

Nothing new to report since March 2022 regional summit.

Board Members Terming out in 2022:

None

WCARB

Western Council of
Architectural Registration Boards
REGION 6

Jurisdiction: Northern Mariana Islands- *Report not submitted*

Board Composition

Architects:

Non-Architects:

Other Licensed Professionals:

Licensing Statistics

In State Registrants:

Out of State Registrants:

Brief Overview of Current Issues

Current Legislation Related to Architecture

Miscellaneous

Board Members Terming out in 2022:



Jurisdiction: Oregon

Board Composition

Architects: 5

Non-Architects: 2

Other Licensed Professionals: 0

Licensing Statistics

In State Registrants: 1,599 (registered by exam)

Out of State Registrants: 2,289 (registered by reciprocity)

Brief Overview of Current Issues since March 2022

The Law Review Committee conducted a thorough review of the Oregon Revised Statutes related to the practice of architecture. A draft Legislative Concept was submitted to the Governor's office for consideration by the Legislature in 2023.

The DEI Committee is reviewing Oregon's registration requirements to identify potential barriers to entry.

Renewal season closed with 93% of individuals and 94% of firms renewing their registration. These numbers are consistent with previous renewal periods.

Current Legislation Related to Architecture

None - Oregon Legislature is not in session

Miscellaneous

N/A

Board Members Terming out in 2022:

Richard (Dick) Alexander, Public Member

Board Members Appointed since 2022 Regional Summit:

Katherine (Kathy) Austin, Architect

Mark Jacobsen, Public Member



Jurisdiction: UTAH

Board Composition

Architects: 4
Non-Architects: 1
Other Licensed Professionals: N/A

Licensing Statistics

| | |
|----------------------------------|--------------|
| In State Registrants: | 1,513 |
| <u>Out of State Registrants:</u> | <u>1,680</u> |
| TOTAL: | 3,193 |

Brief Overview of Current Issues

- None at this time

Current Legislation Related to Architecture

- None at this time

Miscellaneous

****Please make note****

2022 Board Members

- Corey Robert Solum (Architect) 08/17/2015 06/30/2023
- Celestia Ray Carson (Architect) 07/01/2016 06/30/2024
- Brian K. Jacobson (Architect) 07/01/2016 06/30/2024
- Bret O. Bullough (Architect) 07/01/2018 06/30/2026
- Michael Fazio (Public Member) 03/07/2019 06/30/2027

Board Members Terming out in 2022:

- N/A



Western Council of
Architectural Registration Boards
REGION 6

Jurisdiction: Washington- *Nothing new to report since March2022*

Board Composition

Architects:

Non-Architects:

Other Licensed Professionals:

Licensing Statistics

In State Registrants:

Out of State Registrants:

Brief Overview of Current Issues

Current Legislation Related to Architecture

Miscellaneous

Board Members Terming out in 2022:

WCARB

Western Council of
Architectural Registration Boards
REGION 6

***WCARB Region 6
Laudatories***

WCARB

Western Council of
Architectural Registration Boards
REGION 6

June 04, 2022

WCARB LAUDATORIES

1. Richard (Dick) E. Alexander
2. Kimberly Ciesynski

Roster- WCARB Committees 2022-2023

Education/Program Committee:

1. Corey Solum, Utah MBM, csolum@thinkaec.com
2. Tara Rothwell, New Mexico MBM, trothwellclark@gmail.com
3. Tian Feng, California MBM, tfeng@bart.gov
4. Jim Mickey, Nevada MBM, jmickey@arcadesma.com
5. Scott Harm, Washington MBM, Scott.Harm@tetrattech.com
6. Melarie Gonzales, R6 Executive Director, region6wcarb@gmail.com

Bylaws and Rules Committee:

1. Doug Sams, Chair, Oregon MBM, doug.sams@zgf.com
2. Mark Glenn, New Mexico MBM, mark@moseslaw.com
3. Robert Pearman, California MBM, rpearman@gmail.com
4. Melarie Gonzales, R6 Executive Director, region6wcarb@gmail.com

Strategic Plan Work Groups:

Chair and Regional Staff:

1. Catherine Fritz, Chair, Alaska MBM, fritzces@gci.net
2. Melarie Gonzales, R6 Executive Director, region6wcarb@gmail.com

Work Group: Host Forum to Gather/Discuss Regulatory Hot Topics @ 2022 Regional Summit (Strategic Plan Obj. 1B3)

1. Sian Roberts, Washington MBM, sroberts@millerhull.com
2. Greg Erny, Nevada MBM, ernygregory@gmail.com

Work Group: Develop New Member Orientation Program (Strategic Plan Obj. 1C4)

1. Scott Harm, Washington MBM, scott.harm@tetrattech.com
2. Celestia Carson, Chair, Utah MBM, ccarson@vcbo.com
3. Lisa Howard, Oregon MBE, lisa@osbae.com

Work Group: Define Diversity & Gather Info about R6 Diversity (Strategic Plan Obj. 2A1)

1. Erica Ceder, Oregon MBM, ericaceder@gmail.com
2. Tonie Esteban, Oregon MBM, tonie.esteban@bric-arch.com
3. Nilza Serrano, Nevada MBM, nilza@nilzaserrano.com

Work Group: Serve as Liaisons w/other Regions & Develop Format to Report Issues and Activities
(Strategic Plan Obj. 2B1) (Regions not yet assigned)

1. Mary Morissette, Colorado MBM, mary@4-mdesign.com
2. Scott Harm, Washington MBM, scott.harm@tetrattech.com
3. Carmen Wyckoff, Arizona MBM, cwyckoff@DLRGROUP.com
4. Jim Oschwald, New Mexico MBM, jim.oschwald@gmail.com
5. Ron Jones, California MBM, rjones@hhja.com

Work Group: Gather Data from WCARB Jurisdictions to Better Understand the Similarities and Differences of Licensing Requirements (Strategic Plan Obj. 2C1) (Regions not yet assigned)

1. Greg Erny, Nevada MBM, ernygregory@gmail.com
2. Sian Roberts, Washington MBM- sroberts@millerhull.com

Resolutions & Laudatories Committee:

1. Tara Rothwell, Chair, New Mexico MBM- trothwellclark@gmail.com
2. Sian Roberts, Washington MBM- sroberts@millerhull.com
3. Melarie Gonzales, R6 Executive Director- region6wcarb@gmail.com

WCARB Executive Committee:

1. Tara Rothwell, New Mexico, Chair- trothwellclark@gmail.com
2. Corey Solum, Utah MBM, Vice-Chair- csolum@thinkaec.com
3. Catherine Fritz, Alaska MBM, Secretary/ Treasurer- fritzes@gci.net
4. Tian Feng, California MBM, Member- tfeng@art.gov
5. Mike Kolejka-Arizona MBM, Member- Kolejka.m@owp.com
6. Sylvia Kwan, California MBM, Member- Regional Director- skwan@dlrgroup.com
7. Melarie Gonzales, R6 Executive Director, regional6wcarb@gmail.com

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 2022 ACTIONS:

1. Plan and present at least one 1 hour program for WCARB members to be delivered through video conference or in person at 2023 Regional Summit.
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 AIA Continuing Education provider.

ASSIGNED TO:

1. Education Committee.
Tian Feng
Jim Mickey
Tara Rothwell
2. Education Committee.
3. Melarie Gonzales, EA.

EX-COM LIAISON

1. COREY SOLUM
2. COREY SOLUM
3. NA

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 2022 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 2023 Regional Summit to gather and discuss regulatory hot topics.

ASSIGNED TO:

1. Task Manager (1):
- Sian Roberts (WA)
2. Melarie Gonzales, EA.
3. Working Group (2)
- Sian Roberts
- Greg Erny

EX COM LIAISON

1. CATHERINE FRITZ
2. CATHERINE FRITZ
3. COREY SOLUM

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 2022 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. Ex Comm and Melarie Gonzales, EA.
2. Ex Comm and Melarie Gonzales, EA.
3. Melarie Gonzales, EA and Corey.
4. Working Group (3):
- Scott Harm
- Celestia Carson
- Allison McClintik

EX COM LIAISON

1. NA
2. CATHERINE FRITZ
3. NA
4. MIKE KOLEJKA

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 2022 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
- Nilza Serrano
2. *Task Manager (1):*
- Sian Roberts
3. *Melarie Gonzales, EA and Corey.*
4. *Working Group (2):*
b.1 working group

EX COM LIAISON

1. *TIAN FENG, SYLVIA KWAN*
2. *CATHERINE FRITZ*
3. *NA*
4. *TARA ROTHWELL*

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 2022 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):*
- **Region 1:**
- **Region 2:** Scott Harm
- **Region 3:**
- **Region 4:** Jim Oschwald
- **Region 5:** Ron Jones

EX COM LIAISON

1. *TARA ROTHWELL*

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 2022 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. *Melarie Gonzales, EA and Working Group (2):*
- Greg Erny
- Sian Roberts

EX COM LIAISON

1. *CATHERINE FRITZ*

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 2022 ACTIONS:

1. *Appoint members to a Working Group to identify, encourage, and assist WCRARB 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 Comm (3):*
- Mark Glenn
- Robert Pearman
- Melarie Gonzales

EX COM LIAISON

1. TARA ROTHWELL
2. MIKE KOLEJKA

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 2022 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 Comm (2):*
- Sian Roberts
- Melarie Gonzales
2. *Working Group OBJ 3.a.1. Melarie, Tara*

EX COM LIAISON

1. TARA ROTHWELL
2. TARA ROTHWELL

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 2022 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 EDI efforts to develop specific actions to increase diversity.*

ASSIGNED TO:

1. *Exec Comm*
Melarie Gonzales, EA.
2. *Working Group OBJ 2 a.1.*
3. *Working Group OBJ 2.a.1 and 3.c.1.*

EX COM LIAISON

1. N/A
2. SYLVIA KWAN, TIAN FENG
3. SYLVIA KWAN, TIAN FENG