

**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF
ARCHITECTURAL REGISTRATION BOARDS – WCARB REGION 6
Honolulu, HI- Hybrid Meeting**

Friday, March 03, 2023

Chair Rothwell called the meeting to order at 10:06AM HST.

AGENDA ITEM 1

Roll Call:

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

There were approximately **4** members in attendance via Zoom.

AGENDA ITEM 2- Introductions

Chair Rothwell welcomed guest Coffee Polk (NV) and new member board members Scott Sayles (AZ), Susan Cooley (WA), Kathy Austin (OR), Lori Davison (OR), and Michael Fazio (UT).

AGENDA ITEM 3- Approval of Agenda

Motion: To approve agenda

By: Jim Oschwald (NM)

Second: Tian Feng (CA)

Vote: All in favor. Motion passed.

AGENDA ITEM 4- Approval of the Minutes

Motion: To approve minutes from June 04, 2022, Regional Meeting in Austin, TX

By: Tian Feng (CA)

Second: Mike Kolejka (AZ)

Vote: All in favor. Motion passed.

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

Director Kwan recognized Executive Director, Melarie Gonzales, on the work she accomplished to host the meeting in Honolulu and complimented the venue and regional dinner held at this regional summit dinner. She also thanked the Executive Committee for their work for this location. Acknowledged members of our region are running to be on the Board of Directors (BOD). Director Kwan is impressed with National Council of Architectural Registration Boards (NCARB) offering free practice exams.

AGENDA ITEM 6- WCARB State Reports

Chair Rothwell asked members to present their state reports highlights and legislation.

Alaska: Fritz reported SB73 is proposed to add Interior Designer as a licensed profession under the AELS board. A second bill (No Bill number yet) is a clean-up bill for AELS Board Statutes. It is being sponsored by the Senate Labor and Commerce Committee. It is currently in the drafting stage.

Arizona: Stapley reported one architect, 10 non-architects, and four other licensed professionals serve on the Arizona board. 2,341 registrants and 4,085 out-of-state registrants. No known proposed legislation specific to architects. Transitioning to an online platform.

California: Zuniga reported that CA will be transitioning to an online platform by November 2023. No new legislative issues. The board is implementing legislation, effective January 1, 2023, that would require licensees to complete five hours of continuing education (CE) on the topic of zero net carbon design.

Colorado: Absent

Guam: Gogue reported their licensing statistics 28 state registrants and seven out of state. There is no current legislation. Three board members will be terming off their board. Guam is proud to announce the leadership from NCARB will be visiting Guam next week.

Hawaii: Ventura reported the transition of Sandy's position since retiring, now has a new MBE. Hawaii board is happy to be hosting the regional summit this year. Legislatively, the State of Hawaii is required to have a licensed architect to stamp residential projects and determine a valuation of cost and create a requirement determining if an architect or engineer will stamp the plans.

Idaho: Grissom reported licensing rules are getting thrown out and having zero based rules for one year but must review, however, the statutes will stay. Added architects and landscape architects into one board.

Nevada: Erny reported a new Governor in Nevada, and their movement is to reduce regulation in State Government, especially within regulatory boards. Tasked with at a minimum finding a way to remove 10 regulations in each jurisdiction the board regulates. This includes residential design, registered interior design, and practice of architecture. Nevada completed practice analysis and launched a version of the new test with NCARB's assistance. Erny reported that their board is supporting the accreditation of the first architectural program from a Community College in Reno, NV.

New Mexico: Oschwald reported HB 201 extended the sunset of the board.

Northern Mariana: Castro reported no architects, five non-architects, one other licensed professional; two civil, one appraiser, and one public member. There are four in-state registrants and 29 out of state. Main issue is not having an architect on the board. They are in the process of offering e-licensing. Castro will be terming off in November 2023.

Oregon: Howard reported that Oregon removed a barrier in their rules and are now accepting the peer reviewed portfolio for registration by reciprocity. Howard reported SB 224 passed the Senate, OSBAE's bill to update and modernize the statutes to conform with the current practice of architecture.

Utah: Carson reported a five-member board consisting of four architects and one public member. Utah has 1,468 in-state architects and 1,655 out-of-state architects for a total of 3,123 licensees. 1) State discussion of reciprocal licenses to out of country applicants for many professions. Not Architecture yet but may become a concern. 2) State discussion of the Landscape Architecture board being combined with the Architecture Board. The board created a scholarship utilizing the education and enforcement funds to help graduating students get their NCARB record established.

Washington: Manley introduced Washington's interim MBE, Debra Allen-Ba. This is her first NCARB meeting. In-state registrants have 3,903 and out-of-state registrants have 2,916. Six board members are architects, and one board member is non-architect. HB 1399 went into effect January 1, 2022, reducing barriers to licensure for individuals with previous criminal convictions. An individual with a criminal conviction may submit a preliminary application to the DOL for a determination of whether that criminal history will disqualify the individual from obtaining a professional license prior to submitting application materials or paying any licensing fees. The Board welcomed new Board Member Erica Loynd in June 2022. The Board said goodbye to its long-time Executive Director, Rick Storvick, with his retirement in August.

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

Chair Rothwell thanked the region for state reports and reminded the membership to submit reports before meetings to be reflected in meeting minutes.

She thanked Bert Yumol, appreciated his kind gestures throughout the years at meetings, and support to host the meeting in Hawaii. She also expressed gratitude to Jim Oschwald for motivating her to keep pursuing leadership throughout the years. She informed everyone that she will not be pursuing leadership in the organization to spend time with family.

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

Secretary Fritz presented the financial report to the membership and informed the region during the Executive Committee meeting in November 2022 they decided to present financial reports in the future that are more aligned with current fiscal years for clearer understanding.

The Balance Sheet as of January 31, 2023, 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 July 2022– January 2023

As of January 31, 2023, total assets from both the checking and savings accounts total \$145,952.80.

AGENDA ITEM 8- WCARB Current & Upcoming Fiscal Year Budget

Secretary Fritz explained the budgets for the current fiscal year, October 1, 2022- September 30, 2023, and the upcoming fiscal year, October 1, 2023- September 30, 2024.

Oschwald wanted clarification on the line item of \$500 for printing and mailing. Chair Rothwell explained the line-item amount is used for printing and mailing out laudatories. Director Kwan asked if any ideas have been proposed for the education/program development. Feng and Kolejka informed everyone to please bring their ideas to any Executive Committee Member.

Reserve drawdown line item was questioned, Fritz explained the reserve is budgeted and anticipated only "if needed" if all of the budgeted items are spent. The membership decided to change the language of "drawdown" to only reserve.

The FY24 proposed budget will be voted upon at the annual business meeting.

AGENDA ITEM 9- Election Procedure Protocol

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

Terms for new electees start after our regional 6 meeting in June 2023.

AGENDA ITEM 10- Nominations- From the Floor

Executive Committee Member Kolejka conducted the elections this year.

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

Cathy Gogue (GU), nominated Scott Harm (WA) for Regional Director, seconded by Ray Vigil (NM).

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

Executive Committee: Two open positions

Greg Erny (NV), nominated Jim Oschwald (NM), seconded by John Maulin (ID) to serve on the Executive Committee.

Catherine Fritz (AK), nominated Tian Feng (CA), seconded by Celestia Carson (UT) to serve on the Executive Committee.

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

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

Regional Director: Scott Harm (WA) addressed the members and provided a personal overview of his work and life. He explained his history on his board, NCARB, and the membership.

Members: Jim Oschwald (NM) and Tian Feng (CA) 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: Scott Harm (WA) was elected by acclamation.

Executive Committee: Jim Oschwald (NM) and Tian Feng (CA) were elected by acclamation.

AGENDA ITEM 13- Governance Work Group

Coffee Polk, NCARB President Bayliss, and Past President Vidaurii were present to answer questions, provide information to the members of the proposed governance structure. They encouraged the members to review the data and take the survey that will be distributed next week.

*Chair Rothwell moved forward with line item 21 of the agenda on 03/03/2023.
Agenda items 14-20, & 23-25 were addressed on 03/04/2023.

ADJOURNED FOR THE DAY AT 1:50PM HST

Saturday, March 4, 2023

Chair Rothwell reconvened the hybrid 2023 WCARB Regional Meeting at 8:05AM HST.

AGENDA ITEM 14- Executive Election Procedure Protocol

Chair Rothwell explained executive election process.

AGENDA ITEM 15- Nominee Speeches: Chair, Vice-Chair and Secretary/Treasurer

Executive Officers: Catherine Fritz (AK), Corey Solum (UT), Mike Kolejka (AZ), Tian Feng (CA) and Jim Oschwald (NM) each addressed the members and discussed how they want to serve the region as an Executive Officer.

AGENDA ITEM 16- Elections for Executive Officers

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

Cathy Gogue (GU), nominated Catherine Fritz (AK) for Chair, seconded by Gregorio Castro (NMI).

Greg Erny (NV), nominated Corey Solum (UT) for Chair, seconded by Jim Oschwald (NM).

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

By majority vote Catherine Fritz was elected as the incoming Chair.

Ray Vigil (NM), nominated Tian Feng (CA) for Vice-Chair, seconded by Cathy Gogue (GU).

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

Tian Feng (CA) was elected by acclamation.

Scott Sayles (AZ), nominated Mike Kolejka (AZ) for Secretary/Treasurer, seconded by Celestia Carson (UT).

Mark Ventura (HI), nominated Jim Oschwald (NM) for Secretary/Treasurer, seconded by Kathy Austin (OR).

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

By majority vote Jim Oschwald was elected as the incoming Secretary/Treasurer.

Executive Officers: Catherine Fritz (AK) for Chair, Tian Feng (CA) Vice-Chair, and Jim Oschwald (NM) Secretary/ Treasurer were elected by majority vote.

AGENDA ITEM 17-20- NCARB Visiting Team & Contested Candidates Visit

FY24 NCARB BOD Treasurer candidate, John Rademacher and Secretary candidate, Sylvia Kwan gave their speech and answered questions from the region.

NCARB BOD Treasurer, Richard McNeel and Secretary candidate, Lenora Isom.

As well as, Candidate for First Vice President/President-Elect, Ken Van Tine. Candidate for Second Vice President, Ed Marley, and Candidate for Public Director, Stephanie Hopkins.

NCARB President, Bayliss Ward, NCARB First Vice President, Jon Baker, 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.

They answered questions about the proposed governance, handling of rolling clock issues, communication with National Organization of Minority Architects (NOMA), commitment to Diversity, Equity, Inclusion (DEI), transparency of NCARB leadership, and uploading recordings of meetings on NCARB's website.

Armstrong reminded the members that many years ago a transparency initiative was created. He also explained the communication between Regional Directors, Chairs, and members along with NCARB board briefs. Encouraged the members to complete the upcoming survey.

***AGENDA ITEM 21- Review & Discussion of Proposed NCARB Resolutions**

- **Resolution 2022-A** is a proposal from the Mississippi State Board of Architecture to bring NCARB Model Law into closer alignment with Mississippi law, which would update the NCARB definition of responsible control to address concerns of the Mississippi Board regarding the clarity and specificity of responsible control language as amended by the NCARB membership at the June 2022 Annual Business Meeting. The position of the NCARB Board and legal counsel accompanies this proposal.
 - Vigil (NM), Fritz (AK), & Erny (NV) made comments on this resolution and Chair Rothwell along with members agreed this resolution should be left to each individual jurisdiction.
- **Resolution 2022-B** is part of a multi-year effort to propose review and sunset of resolutions passed by the membership that no longer align with how NCARB operates today. This batch of resolutions focuses specifically on education policies that were passed between 1960-1999. Appendix C includes the list of resolutions.

- **Resolution 2022-C** would sunset resolutions passed by the membership between 1960-1979 related to financial, records/process, experience, certification, and continuing education policies that no longer align with how NCARB operates today. Appendix D includes the list of resolutions.
- **Resolution 2022-D** would update the NCARB Model Rules of Conduct to reflect modern practice and expectations regarding ethical conduct. The resolution proposes language be added to the Model Rules of Conduct to address acceptance of payments or gifts that may impact judgement, fraudulent or illegal conduct, and obligations regarding reasonable disclosure if environmental impacts of a project.
- **Resolution 2022-E** would update NCARB's Bylaws to adopt a new governance structure for the Council to be reflective of modern governance best practices and incorporate diversity, equity, and inclusion in the Council's access to leadership roles and leadership structure.
 - Based off members concerns and the time constraints of individual's opinions, upcoming surveys, meetings, etc.; Chair Rothwell requested members to volunteer as a group to virtually meet and gather all the feedback from members to submit to the governance work group by March 30, 2023. She will send out an email for a zoom meeting next week.

AGENDA ITEM 23-Strategic Plan 2023 Action Item Report

Fritz provided an overview of the recommended 2023-2024 proposed actions the Executive Committee revised at their Fall meeting within the strategic plan. Executive Committee members assigned to workgroups to help guide the work. Anyone interested in volunteering on an action please email Chair Rothwell and Executive Director Gonzales.

Motion: To accept the draft of the strategic plan adjusting to incoming Executive Committee and Volunteers

By: Mike Kolejka (NM)

Second: Tian Feng (CA)

Vote: All in favor. Motion passed.

AGENDA ITEM 24- WCARB Laudatories

Chair Rothwell recognized and presented the laudatory certificates to Sandra Matsushima (HI), Rick Benner (WA), Sylvia Kwan (CA), and Ebony Lewis (CA).

AGENDA ITEM 25- New Business/ Old Business

Chair Rothwell expressed her gratitude to the members and Executive Committee for assisting her during her chairmanship. She expressed her excitement for members striving to make change. She looks forward to seeing everyone at the annual business meeting in Tampa, FL.

ADJOURNMENT

The meeting was adjourned at 11:00 AM HST and will reconvene at the NCARB Annual Business Meeting in Tampa, Florida on June 15-17, 2023.

**WCARB Meeting @ Regional Summit in Honolulu, HI
Attendees March 3-4, 2023
*Via Zoom**

ALASKA

Catherine Fritz
Sara Neal

ARIZONA

Ed Marley
Judith Stapley
Kurt Winter
Mike Kolejka
Scott Sayles

CALIFORNIA

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

COLORADO

Absent

GUAM

Cathyann Gogue
Catherine Gutierrez

HAWAII

Marc Ventura

IDAHO

Daniel Mullin
John Maulin
Tim Grissom

NEVADA

Coffee Polk (NCARB Guest)
George Garlock
Greg Erny
James Mickey
Monica Harrison
Stacey Hatfield
William Snyder

NEW MEXICO

Jim Oschwald
Melarie Gonzales
Ray Vigil
Tara Rothwell

NORTHERN MARIANA ISLANDS

Esther Fleming
Gregorio Castro

OREGON

Donald Eggleston
Kathy Austin
Lisa Howard
Lori Davison
*Mark Jacobsen
Tonie Esteban

UTAH

Celestia Carson
*Corey Solum
Michael Fazio

WASHINGTON

Debra Allen-Ba
Scott Harm
Susan Cooley
*Sydney Muhle
Roch Manley