

# WCARB

Western Council of  
Architectural Registration Boards  
**REGION 6**

## **WCARB Region 6 2024 Regional Meeting at NCARB– Chicago, IL Meeting Materials**



Please note: All agenda times are in Central Time (CT). This year, breakfast will be on your own. Lunch will continue to be provided on Friday and Saturday for delegates.

## Thursday, June 13, 2024

**8 a.m. – 12:30 p.m.**

**Board of Directors Meeting**

**11 a.m.**

**Registration Opens**

**1 - 2:30 p.m.**

**First-Time Attendee Luncheon**

**4 – 6 p.m.**

**First Business Session**

- Welcome From the Illinois Board
- Call to Order
- Introductions
- Memorials
- FY24 President’s Medalists for Distinguished Service
- FY24 President’s Address
- Updates on Key Initiatives

**6:30 – 9 p.m.**

**Welcome Reception**

*Field Museum*

## Friday, June 14, 2024

*Note: breakfast will be on your own.*

**8 – 9 a.m.**

**Workshop Session #1**

- Future Competency Standard for Architects
- Pathways to Practice
- AI and Regulation
- Addressing Overlapping Practice
- Re-Imagine Balance
- MBEs/Legal Counsel: Dealing With Legislative Change

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

**9:20 a.m. – 12:30 p.m.**

**Second Business Session**

- Keynote: Kristin Scroggin ([see bio later in this packet](#))
- Treasurer Report
- CEO Report
- Election Procedures
- Candidate Speeches
- Town Hall

**12:30 – 1:30 p.m.**

**Lunch**

**1:30 – 2:30 p.m.**

**Workshop Session #2**

- Future Competency Standard for Architects
- Pathways to Practice
- AI and Regulation
- Addressing Overlapping Practice
- Re-Imagine Balance
- Public Members: Empowering Public Members

**3 – 5 p.m.**

**Regional Meetings**

**5 – 6 p.m.**

**Alliance & External Partners Reception**

**5:30 – 6:30 p.m.**

**Public Members Reception**

**6:30 p.m.**

**Past Presidents' Dinner**

**Regional Dinners**

- See communication from your regional chair and/or executive for information regarding the time and location of your regional dinner.

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

## Saturday, June 15, 2024

Note: breakfast will be on your own.

**8 – 8:30 a.m.**

### **Voting Delegate Meeting**

**9 – 10 a.m.**

### **Workshop Session #3**

- Future Competency Standard for Architects
- Pathways to Practice
- AI and Regulation
- Addressing Overlapping Practice
- Re-Imagine Balance
- FY25 Committee Chairs: The Year Ahead

**10:30 a.m. – Until Done**

### **Third Business Session**

- Incoming President's Remarks
- Board of Directors Elections
- FY24 Resolutions
- 2025 Annual Business Meeting Invitation

**1:30 – 3 p.m.**

### **Regional Leadership Luncheon**

**6:30 – 7 p.m.**

### **President's Reception**

**7 – 11 p.m.**

### **NCARB Annual Banquet**

- Recognition of FY24 President's Medalists for Distinguished Service
- Installation of FY25 NCARB Board of Directors

## Sunday, June 16

**10 a.m. – 1 p.m.**

### **Board of Directors Meeting**

# 2024 WCARB Regional Meeting at the NCARB Annual Meeting

Hilton Chicago Hotel, Chicago, IL

Room: Marquette

Friday, June 14, 2024- 3-5pm (Central)

## AGENDA (\* - denotes voting items)

Zoom Link: <https://ncarb.zoom.us/j/99423880962?pwd=RnVKMG9qOXA5MmtRaWhRcGhRVdh4QT09>

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3:00 p.m.	1. Call to Order, <i>Catherine Fritz/Tian Feng</i> <ul style="list-style-type: none"><li>• Establish Quorum</li><li>• Introductions</li><li>• *Approval of Agenda</li></ul>
	2. Approval of Minutes, <i>Jim Oschwald</i> <ul style="list-style-type: none"><li>• *WCARB Annual Mtg. (Savannah): March 1-2, 2024</li><li>• *Membership Update Meeting Summary (Zoom): April 19, 2024</li></ul>
	3. Written Reports: <ul style="list-style-type: none"><li>• Regional Director's Report: The Year in Review, <i>Scott Harm</i></li><li>• Regional Chair's Report: The Year in Review, <i>Catherine Fritz</i></li><li>• Approved FY25 Budget (July 1, 2024-June 30, 2025)</li></ul>
	4. Update on Executive Director Position, <i>Celestia Carson &amp; Corey Solum</i>
3:10pm	5. Resolution 2024H Bylaw Change re: Regional Realignment <i>Catherine Fritz/Tian Feng, Scott Harm, Mike Kolejka</i> <ul style="list-style-type: none"><li>• Summary of Regional Realignment Working Group</li><li>• Summary of recent NCARB Board Actions</li><li>• Questions/Comments from Jurisdictions</li><li>• Discuss WCARB Impacts and Opportunities if resolution passes</li></ul>
3:45pm	6. NCARB At-Large Candidate Visit
4:00pm	7. Laudatories (3), <i>Sian Roberts</i>
4:10pm	8. Jurisdiction Hot Topics: What is happening in your jurisdiction that you would like to share with WCARB? Legislation? Operations? Educational Programs? Other?? <i>Catherine Fritz/Tian Feng</i>
4:30pm	9. Strategic Plan Update with Proposed 2024-2025 Action Items, <i>Catherine Fritz</i>
	10. Call for Volunteers for WCARB Committees, <i>Mike Kolejka</i>
4:45pm	11. NCARB Leadership Q &A (Visiting Team)
	12. Other Business
	13. Announcements: Events, Reminders, etc.
	14. Passing of the Gavel, <i>Catherine Fritz</i>
5:00 p.m.	Adjourn
6:00 p.m.– 7:00 p.m.	Social Gathering at Hotel, Hors d'oeuvres & Cash Bar Dinner On Your Own
	Location: Williford Room

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**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF  
ARCHITECTURAL REGISTRATION BOARDS – WCARB REGION 6  
Savannah, GA Regional Summit Meeting**

**Friday, March 01, 2024**

Chair Fritz called the meeting to order at 11:46AM 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

**AGENDA ITEM 2- Introductions**

Chair Fritz welcomed guest Coffee Polk (NV), Dmitriy Kazakov (CA), and new member board members Christine Riggs (CO), Janet Primiano (HI), Denn Manglona (NMI), Jim Fanjoy (OR), and Julia Oderda (UT).

**AGENDA ITEM 3- Approval of Agenda**

**Motion: To approve agenda**

**By:** Jim Oswald (NM)

**Second:** Mike Kolejka (AZ)

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

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

**Motion: To approve minutes from June 17, 2023, Regional Meeting in Tampa, FL**

**By:** Corey Solum (UT)

**Second:** Greg Erny (NV)

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

**Motion: To approve minutes from January 09,2024, WCARB Membership Update**

**By:** Cathyann Gogue (GU)

**Second:** Judith Stapley (AZ)

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

**AGENDA ITEM 5- Regional Director's Report– Scott Harm**

Director Harm provided an overview of the resolutions, specifically the region realignment, and encouraged members to be prepared for the Annual Business Meeting (ABM) discussion/debate on alternative pathways and region realignment. He encouraged preparation for participation on the resolutions at the ABM.

**AGENDA ITEM 6- Chair's/Executive Committee Report- Catherine Fritz**

Chair Fritz provided members an overview on the work that started at the June 2023 ABM executive committee member transition meeting with current and incoming members. Chair Fritz provided an overview of the membership update meeting (formally called BOD Meeting). She also provided an overview of the Fall Executive Committee meeting that was held in Arizona in late September 2023. She summarized the meetings that were held from the executive committee meetings, one that was held in December 2023, rule changes proposed, and review of the executive director contract to evaluate the executive director.

**AGENDA ITEM 7- Hospitality Exchange– Mike Kolejka**

Nine out of the thirteen jurisdictions participated in the hospitality exchange.

**AGENDA ITEM 8- Financial Reports- Jim Oswald, Secretary/Treasurer**

Secretary/Treasurer Oswald presented a PowerPoint financial report to the membership that included historical data of spending. He noted that WCARB Rules, Section 6.2.3 indicate that "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." With the annual budget approximately \$61,000, this means that \$46,000 should be held in an interest-bearing account. Also noted were the two recent years of low operating expenses due to Covid (reduced travel and expenses).

Discussion followed about the current low earnings on interest, and several members suggested that Certificate of Deposit investments be considered for increasing interest earnings without high risk. Chair Fritz thanked the membership for the feedback and agreed to have the Treasurer research CD investment options.

**AGENDA ITEM 9- Rule Changes- Tian Feng**

Vice Chair Feng

**a. Fiscal Year Change (Rules)**

**AMENDMENT 1. CHANGE FISCAL YEAR AND ANNUAL BUDGET APPROVAL SCHEDULE**

*Proposed (Amended) Rule: Blue italic font indicates proposed new wording.*

5.1.1 *The fiscal year shall be from July 1 through June 30 of each year.*

5.1.3 *The Executive Committee shall adopt an Annual Budget prior to the WCARB Annual Meeting (aka Regional Summit). The budget shall be presented to the Members for ratification at the WCARB Annual Meeting (aka Regional Summit), at which time the Members may amend the Annual Budget. This budget shall take effect on July 1 of the same year it is ratified.*

**Motion: To approve change fiscal year and Annual Budget Approval Schedule**

**By:** Robert Pearman (CA)

**Second:** Mike Kolejka (AZ)

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

**b. Travel Reimbursement (Rules)**

**AMENDMENT 2. ADD ADDITIONAL RULES REGARDING TRAVEL & MEETING REIMBURSEMENTS**

*Proposed (Amended) Rule: Blue italic font indicates proposed new wording.*

8.1.4 *Travel reimbursements for the members of the WCARB Executive Committee shall comply with the current NCARB Travel Policies and the WCARB (Region 6) policies described herein.*

8.1.5 *WCARB strives to make sound financial decisions that respect the public funding it receives. The following additional policies regarding travel and meeting expense reimbursements clarify existing NCARB policies and reflect the responsibilities of Region 6 members and the Executive Committee:*

a. *Travel to and from meetings should be the most economical for WCARB, while also being reasonable for the traveler. This may include reducing the length of hotel stays when travel can reasonably be scheduled on the same day of the meeting.*

b. *The preferred method of payment for Region 6 group meals and hotel rooms is the credit card held by the Region Executive Director.*

c. *NCARB's \$80 per diem policy is intended for full day travel expenses and includes meals, snacks, tips, and incidentals. When some of the meals are included in the meeting registration, or when partial days are used for travel, the following maximum amounts will be reimbursed:*

- *Breakfast: Up to \$15*
- *Lunch: Up to \$25*
- *Dinner: Up to \$40*

*Receipts are not required for full day per diem or partial day meal reimbursements.*

8.1.6 *The WCARB Expense Reimbursement Form shall be used for all travel reimbursement requests. Receipts are required for all ground transportation, parking, and reimbursable expenses over \$10 that are not included in the \$80 per diem or the partial per meal allowable reimbursement.*

8.1.7 *The following expenses will not be reimbursed by WCARB:*

- *Miscellaneous items of a personal nature (aka incidentals) such as snacks, batteries, luggage storage, or tips not associated with meals.*



- *Ground transportation to restaurants for meals that are not included in the meeting registration, except when there are no restaurant options at the hotel or meeting location.*
- *Added transportation stops en route to and from the meeting or airport, or transportation to locations not associated with the meeting.*

**Motion: To approve adding additional Rules regarding Travel and Meeting Reimbursements**

**By:** Sian Roberts (WA)

**Second:** Dan Mullin (ID)

**Discussion:** Ray Vigil asked if this reimbursement aligns with NCARB. He noted concern that the dollar amount seems unreasonable. Fritz responded that the total amount is same as NCARB; individual meal amounts are only applicable for partial days.

Greg Erny asked how does the proposed policy compare to other regions and WCARB should follow NCARB's expense report and increase the dollar amount. Discussion followed.

**Amend-Motion: To remove \$80 and reference alignment with NCARB policy and use a percentage rather than a dollar amount for partial day meals.**

**By:** Sian Roberts (WA)

**Second:** Dan Mullin (ID)

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

**Main motion passed unanimously.**

**AGENDA ITEM 10- Review & Adopt 2024-2025 WCARB Budget**

After approving the change to the Fiscal Year, the membership was presented an amended FY24 budget of \$60,820 that reflected the reduced 9-month operating year (October 1, 2023 - June 30, 2024).

**Motion: To approve amended budget FY24**

**By:** Mike Kolejka (AZ)

**Second:** Cathyann Gogue (GU)

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

FY25 Budget:

The FY 25 Budget was drafted by the Executive Committee at its Fall 2023 retreat. The total budget is \$64,100. Increases from the FY24 budget include an increase in the Regional Dinner/Gathering per the membership's request, and cost of living adjustment to the Executive Director's contract.

**Motion: To approve FY25 budget**

**By:** Ray Vigil (NM)

**Second:** Robert Pearman (CA)

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

**AGENDA ITEM 11- Election Procedure Protocol**

Chair Fritz explained the election process and positions to be voted on. Terms for new electees start following adjournment of the NCARB ABM meeting in June 2024.

**AGENDA ITEM 12- Regional Director/ Nominations/ Speeches/ Elections**

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, his NCARB BOD experience throughout this year, and the membership.

Chair Fritz 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, Chair Fritz closed the nomination for the Regional Director.

Regional Director: Scott Harm (WA) was elected by acclamation.

**AGENDA ITEM 13- Ex Comm Nominations/ Speeches/ Elections**

Chair Fritz conducted the elections this year.

Executive Committee: Three open positions

Members: Mike Kolejka (AZ), Sian Roberts (WA), and Celestia Carson (UT) each addressed the members and discussed their backgrounds and why they wanted to serve the region as members of the Executive Committee.

Laura Zuniga (CA) nominated Mike Kolejka (AZ), seconded by Catherine Gutierrez (GU) to serve on the Executive Committee.

Greg Erny (NV), nominated Sian Roberts (NV), seconded by Robert Calvani (NM) to serve on the Executive Committee.

Celestia Carson (UT), nominated herself, seconded by Jim Oschwald (NM) to serve on the Executive Committee.

Hearing no other nominations from the floor, Chair Fritz closed the nominations for the Executive Committee Members.

Executive Committee Members: Mike Kolejka (AZ), Sian Roberts (WA), and Celestia Carson (UT) were elected by acclamation.

#### **AGENDA ITEM 14- Ex Comm Leadership (Officer) Nominations**

Executive Committee Leadership: Chair, Vice-Chair, and Secretary/Treasurer

Judith Stapley (AZ) nominated Tian Feng (CA), seconded by Cathyann Gogue (GU) to serve as Chair of Executive Committee.

Jim Oschwald (NM), nominated Mike Kolejka (AZ), seconded by Esther Fleming (NMI) to serve as Vice-Chair of the Executive Committee.

Mike Kolejka (AZ), nominated Jim Oschwald, seconded by Sian Roberts (WA) to serve as Secretary/Treasurer of the Executive Committee.

Celestia Carson (UT), nominated herself, seconded by Esther Fleming (NMI) to serve as Secretary/Treasurer of the Executive Committee.

#### **AGENDA ITEM 15- Ex Comm Nominee Speeches**

**Nominee Speeches: Chair, Vice-Chair and Secretary/Treasurer**

The Election Committee conducted the elections:

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

#### **AGENDA ITEM 16- Ex Comm Officer Elections**

Chair: Tian Feng (CA) was elected by acclamation.

Vice-Chair: Mike Kolejka (AZ) was elected by acclamation.

By majority vote Jim Oschwald (NM) was elected as incoming Secretary/Treasurer of the Executive Committee.

#### **AGENDA ITEM 17- Highlights of Jurisdiction Reports**

Chair Fritz asked members to present their jurisdiction reports highlights and legislation. Note: portions of the written reports submitted prior to the meeting are included herein.

**Alaska:** AELS is a very active board that is currently working on a few issues where interests of the board intersect with other State agencies. It has several open regulation projects that include the adoption of the removal of the five year rolling clock, regulation changes due to the passing of SB126 last year, conforming Landscape Architect by exam regulations to CLARB's uniform standard, and a regulation change to the existing digital signature requirements.

HB159/SB73 – sister bills to add the practice and regulation of interior design to the AELS board. HB314/SB 225 – sister bills that will remove the costs of investigations and legal/hearing costs related to investigations or license discipline for the “regulatory costs” that currently must be covered by professional license fees to corporation fees, so that the Division continues to be self-sufficient, but law-abiding professional licensees would no longer have to pay fees to cover the costs of investigating professionals potentially violating Alaska laws or individuals operating without a license.

**Arizona:** The executive budget is proposing “fund transfers” to take all funds from the regulatory boards they consider superfluous. The Board had proposed language and were initiating the process to create and fund an endowed scholarship fund (similar to Oklahoma) and a land surveyor program preferably in partnership with a community college. The funds that would have been used for these programs have been accumulating since approximately 2009 which was the last time the state swept funds from all regulatory agencies. Additionally, we are still pressing for the appropriated funds to utilize our self-funded revenue to staff two vacant full time employee positions allocated to the agency.

**HB2253** – This is the Board’s continuation bill as part of the sunset audit process. The bill passed the House Commerce Committee with a recommendation to continue for eight years. It may meet with some pushback on the eight-year time frame when transmitted to the Senate.

**HB2299** –Authorizes a municipality to adopt an ordinance that provides for the development of an accessory dwelling unit in an area zone to allow single-family or multifamily use. The ordinance shall impose standards for an accessory dwelling unit that may include requirements for architectural review.

**HB2812** –This bill changes the composition of the Board, authorizing the appointment of 2 architect members, two engineer members (including at least one civil engineer and one structural engineer), one home inspector, and one controlling person and lowers the number of public members from 6 to 3. This bill also authorizes a board member to continue serving after their term expiration date if the Governor has yet to appoint their successor.

**California:** The Board is undergoing sunset review this year. Additionally, California is facing a significant budget deficit of between \$34-\$68 billion dollars, and the state has imposed new restrictions on spending and travel. The Board’s sunset review will include consideration of a proposal from AIA CA on authorizing use of the title “architect in training” and a proposal from the International Interior Design Association to license commercial interior designers. CA does not currently license interior design but does recognize a voluntary certification of interior designers.

AB 1862 (Fong) extends indefinitely the existing authorization for architects to practice through a limited liability partnership.

**Colorado:** The AES Board’s statutes are being considered for Sunset Review during the 2024

legislative session. Recommendations from the Office of Policy Research and Regulatory Reform include:

- Continuing the Board until 2033
- Incorporates Board Rule onto Statute for failing to Cooperate w/ a Board Investigation
- Repeals references to the Occupation Credential Portability Program (ARC, PE, & PLS were exempted in another statute)
- Repeal residency requirement for Board Members.

OPRRR's Sunset report can be accessed at: <https://coprrr.colorado.gov/archive-ofreviews>.

**Guam:** The ongoing military buildup, including the transfer of the Marine Corps base from Okinawa, Japan, is driving significant growth on the island. This surge is attracting state contractors and firms, necessitating Certificates of Authorization (COAs) from the board. Consequently, there's a notable uptick in registrations within the professions of Architects, Engineers, and Land Surveyors to meet the burgeoning demand.

**Hawaii:** Hawaii Administrative Rules (HAR) 16-115 currently undergoing rules revision process. Board researching consideration of acceptance of the CACB Education Certificate as an accepted foreign credentials evaluator.

**SB 2042-** Requires counties to grant building permits within sixty days if the application is stamped and certified by a licensed engineer and architect.

**SB 2697-** Requires the Department of Commerce and Consumer Affairs to revoke the licenses of architects who have been, or caused government employee to be, convicted of a criminal offense involving the acceptance of a bribe.

**SB 1461-** Amends the exemption from the requirement that plans and specifications for construction projects be prepared and construction observed by a licensed engineer, architect, or landscape architect to be determined by floor area of work rather than estimated cost. Exempts one- or two-storied structures that are used primarily as a residence from such requirements. (SD1)

**HB 2614/SB 2539-** Requires government entities in the State that issue building permits to implement, by 1/1/2025, SolarAPP+ or a functionally equivalent online automated permitting platform that verifies code compliance and issues permits to licensed contractors for solar distributed energy resource systems in real time. Requires government entities in the State that issue building permits in areas served by an investor-owned electric utility to adopt a self certification process for solar distributed energy resource systems that are not SolarAPP+ compatible. Effective 7/1/3000. (HD1)

**HB 1632-** Requires the counties to adopt an ordinance allowing licensed architects and professional engineers to self-certify that plans accompanying a building permit application are in compliance with all applicable state and county building codes.

**Idaho:** In 2022, Idaho legislators passed Senate Bill 1232, which combined the Board of Architectural Examiners with the Board of Landscape Architects. The change did not affect the licensing status of current or future licensees, but it did lay the foundation for several improvements which Idaho accomplished through its zero-based regulation initiative. The Board of Architects and Landscape Architects and the Division of

Occupational and Professional Licensing spent the last year reviewing and revising the rules chapters for Architects and Landscape Architects, which combined their separate chapters into one chapter—the most notable changes to the rule chapter related to reducing barriers to licensure for architectural candidates. The current rule requires the applicant to pass the Architectural Registration Examination (ARE) within five (5) years. This rule also requires the applicant to make an application directly to the Board, rather than to the association which administers the exam. The new rule allows the applicant to apply directly to the National Council of Architectural Registration Boards ("NCARB") to sit for the licensing examination. Currently, applicants apply to the Board to sit for the Architectural Registration Examination ("ARE"). Additionally, the new rule eliminates the "rolling clock" policy from rule. Another notable change was around Continuing Education (CE) credits. The current rule contains a detailed list of acceptable subjects for CE's. The new rule simplifies this language by requiring a course to "involve architectural health, safety, and welfare, which generally relates to the structural integrity or unimpairedness of a building or building sites and be germane to the practice of architecture." The new rule also aligns with the Model Rules for CE's adopted by NCARB.

**Nevada:** The Board adopted NCARB's Mutual Recognition Arrangement at its August 22, 2023, board meeting and we are now accepting MRA applications through the reciprocity process. Furthermore, in response to Governor Lombardo's Executive Order, the Board conducted a thorough review of its existing regulations and repealed thirteen regulations at its January 20, board meeting.

**New Mexico:** Updating the Building Official Handbook with the Joint Practice Committee that consists of architects, engineers, land surveyors, landscape architects, and construction industries division.

**Northern Mariana:** No Architect on board, waiting for an expiration to fill the gap. Gradually moving into e-licensing and in the works. Investigator position is still vacant due to budget constraints with the CNMI government. Currently relies on the Attorney General's Office to assist with investigations for complaints. Need for more outreach programs into the schools.

**Oregon:** Some projects the Board plans to tackle over the next two years include reviewing the education/experience path to licensure and identifying barriers to registration in Oregon; creating advice for architects and engineers about what falls under each discipline, and what is considered incidental practice; and considering rulemaking regarding continuing education requirements, acceptable titles for recent graduates, and professional conduct. AIA Oregon is attempting to pass Duty to Defend legislation, Senate Bill 1575, during the 2024 short legislative session. Information from their newsletter states: "Oregon professional service contracts often require design professionals including architects to defend others for legal claims or damages even though the design professional is not

responsible. This “duty to defend” language in many public contracts is legally problematic, expensive and a barrier to entry for many small, emerging, women and minority owned businesses, and is uninsurable by professional liability insurance carriers.

This limited professional liability insurance availability leaves Oregon’s design professionals stuck in an untenable situation with no way to protect themselves other than to assume the risk and hope for the best or forgo designing projects. Often, design firms do make the tough decision to walk away from contracts because of these Duty to Defend requirements. When designers are compelled to sign these agreements, they are committing their business assets to pay these costs, regardless of fault.

In our proposed solution, architects and engineers cannot be made to “defend” an owner or any other party against claims asserted by a third party. Our legislation will remove the contractual risk of design firms spending huge sums to defend against third-party claims unless the liability or fault of the designer is first established. Upon a determination that the designer was negligent, the damages caused by that negligence, including the owner’s or another party’s attorneys’ fees and costs, can then be paid by the designer’s professional liability insurer.”

**Utah:** Four architects, one non-architect, and one other licensed professional. 3,378 registrants in Utah. One legislative bill pushed forward to review their board restructuring. The governor feels there are too many overall and wants to review all board’s structure. Proposal might be for Utah to become a joint disciplinary board. Encouraging licensing to be more open to foreign applicants.

**Washington:** The Washington Board conducted four virtual board meetings in 2023. Board staff continue to work remotely, and the board remains fully operational in the remote environment. In the post-Covid environment, the Washington Board has learned that virtual meetings are here to stay thanks to increased accessibility for the public and decreased budgetary demands for meeting spaces and travel arrangements. With those considerations in mind, Board staff is working toward offering a hybrid option (virtual and in-person) for one of the Board’s 2024 meetings and hopes to establish this as an annual event.

**HB1880/SB5794:** These concurrent bills have been run by the American Institute of Architects (AIA) Washington Council to eliminate the rolling clock, which is currently codified in state statute. As of February 16<sup>th</sup>, each bill has passed its house of origin. If passed, the change would be effective July 1, 2024.

The Board said goodbye to longtime Board Member Rick Benner in June 2023 (Mr. Benner was recognized by WCARB last year). The recruitment to fill Mr. Benner’s vacant position remains open.

The Board has worked with partner associations such as AIA and the National Organization of Minority Architects (NOMA) to participate in a number of outreach events. The Board is making plans to increase outreach activities in 2024, including exploring innovative ways to engage with students and licensees to increase the reach of these events.

2023 Board Chair Scott Harm testified before the Washington State Senate Labor and

Commerce Committee on the impacts of Senate Bill 5794 to eliminate the rolling clock from state statute. His comments were well received, and the committee later passed the bill to the chamber floor.

Staffing updates:

The Washington Department of Licensing (DOL) that supports the Washington Board for Architects, expanded the role of the Board, Commission, and Outreach Unit, the specialized unit created to directly support the administrative work of the nine boards and commissions housed within DOL, to include a new position for the Military and Military Spouse Engagement Coordinator under the passage of the Military Spouse Employment Act. This position was required to ensure all board members received training on the culture of military spouses, the military spouse experience, and issues related to military spouse career paths. They will be working to review the licensing application process for military spouses and identify barriers to military spouse employment and review licensing fees and related expenses and identify possible ways to reduce costs for military spouses. They will also assist in the recruitment of military spouses for service on the board.

**ADJOURNED FOR THE DAY AT 2:48PM EST**

**Saturday, March 2, 2024**

Chair Fritz reconvened the 2024 WCARB Regional Meeting at 1:17PM EST.

**AGENDA ITEM 18- Review & Discuss Proposed NCARB Resolutions**

**Resolution 2024-A** is part of a multi-year effort to review and sunset resolutions passed by the membership that no longer align with how NCARB operates today. This resolution would sunset resolutions passed by the membership between 1960-79 related to membership, related organizations, studies, and other miscellaneous topics. Appendix A includes the list of resolutions to be sunset.

**Resolution 2024-B** would conclude NCARB's efforts to review historical policy resolutions by sunsetting all previously passed policy resolutions that are not reflected in NCARB's current official documents. All current policies set by membership are stated in the *NCARB Bylaws*, *NCARB Model Law and Regulations*, *NCARB Model Rules of Conduct*, and the requirements for NCARB certification, which NCARB's Member Boards continue to vote on today. This resolution would not impact policies set by the NCARB Board of Directors.

**Resolution 2024-C** would retire the existing Mutual Recognition Agreement (MRA) between NCARB and our counterparts in Australia and New Zealand and replace it with a new MRA. The new MRA would eliminate post-licensure experience requirements as qualifications and allow acceptance of pathways outside of the standard path to NCARB certification. Appendix B includes the proposed MRA.

**Resolution 2024-D** would have membership ratify a new MRA between NCARB and Taiwan's National Association of Architects (NAA), R.O.C. The MRA recognizes the correlation of competency requirements at licensure between



NCARB and NAA and allows acceptance of pathways outside of the standard path to NCARB certification. Appendix C includes the proposed MRA.

**Resolution 2024-E** would amend the existing MRA between NCARB and our counterparts in Canada and Mexico. The amended MRA would reduce post-licensure experience requirements and accept work in the host country as evidence of competency, among other changes. Appendix D includes the amended MRA and Appendix E includes a markup of changes to the existing MRA.

**Resolution 2024-F** would streamline the current *Model Regulations* requirement of completing an approved education program or being enrolled in an Integrated Path to Architectural Licensure (IPAL) option as a qualifier for exam eligibility, instead requiring a high school diploma or the equivalent. This change aligns with the entry requirement for NCARB's experience program, as well as NCARB's efforts to increase access to the exam.

**Resolution 2024-G** would amend the current Certificate requirement for Board of Directors (BOD) positions. Currently, all architect members of the BOD are required to hold the NCARB Certificate. The Credentials Committee recommends that only architect members in officer positions be required to hold the Certificate.

- Robert Calvani would like to propose an amendment. The amendment would require that the President of NCARB hold NCARB Certificate (meaning they should be an architect)  
Discussion followed included questions/concerns about members' authority at this meeting to vote on things in the region that haven't been discussed with state Board
- **Motion:** Region 6 to form a change to go forward to NCARB BOD with Calvani's comment for an amendment  
**By:** Greg Erny (NV)  
**Second:** Jim Oschwald (NM)  
**Discussion:** Information about Calvani idea will be sent to region members after this regional meeting so individual jurisdictions can work with Calvani to consider supporting an amendment.  
**Vote:** Motion failed.

**Resolution 2024-H** would realign the structure of NCARB's regions, creating five equal regions of 11 jurisdictions. The updated structure provides greater jurisdictional parity, as well as closer parity regarding registered architects and Member Board Members, among regions. It also maintains the current value of regions regarding leadership development and smaller group discussion forums. The Regional Realignment Work Group developed this recommendation after reviewing relevant data sets and soliciting member feedback and input.

- Discussion from members:
  - ⊖ Calvani (NM): Good for NCARB overall. WCARB is largest region, has a lot of say because of this.
  - Erny (NV): Each jurisdiction votes independently. When it comes to vote, we vote based on our state concerns.

- Oschwald (NM): Historically for NCARB presidents, most from Region 3 and 4
- Carson (UT): Regarding representative on the board. We have 13 Member Boards represented by our Region and others have as low as 6. There is fairness issue.
- Our current structure is from the 1960s, hope we look at this regularly and don't just keep whatever we do today until the 2080s
- Members need to be more worried about parity, even and fair
- Kolejka (AZ): Realignment is like redistricting, like a census. Should do this on a regular basis.
- Should be a 2/3 mandate. Needs more time to study issue
- Should hear from the states that are impacted.
- More work on the transition.
- How many votes should it take to get elected to the board? Given 10 at-large candidates this year, a Director could be elected with as few as six votes.
- More work before it is voted on.
- Members should think about our own dues, we need to think more about economics for the remaining jurisdictions in the region.
- Need to look at economic side of resolution completely.
- Colorado is impartial. We will work with anyone. It makes sense based on the information presented. We met with Region 5, they seemed excited to welcome us
- Idaho: Haven't discussed much yet. I would miss you, see good points on both sides. Not a personal decision. This is an impersonal decision.
- Email Catherine if you have more comments on realignment.

#### **AGENDA ITEM 19- Hot Topics**

Nothing to report.

#### **AGENDA ITEM 20-Strategic Plan 2023 Action Item Report**

Chair Fritz tabled strategic plan to discuss at the Annual Business Meeting.

#### **AGENDA ITEM 21- WCARB Laudatories**

Chair Fritz recognized and presented a laudatory certificate to Lisa Howard (OR) and Vice-Chair Feng recognized and presented a laudatory certificate to Catherine Fritz (AK).

#### **AGENDA ITEM 22 & 23- New Business/ Old Business**

Regarding the proposed MRA's to new countries, some WCARB members are interested in consider a workgroup. Sian Roberts noted that there is a committee thru NCARB to volunteer on that topic.

#### **AGENDA ITEM 24- NCARB Visiting Team**

NCARB President, Jon Baker, NCARB First Vice President, Ken Van Tine, Mike Armstrong, CEO, Allison Teitelbaum, COO, Guillermo Ortiz de Zarate, CIO, Andy McIntyre, Josh Batkin, and Amanda Pica, NCARB Staff were present to answer any questions.

They answered questions about the proposed governance, struggle of obtaining NCARB certificate, and resolutions.

## **ADJOURNMENT**

The meeting was adjourned at 3:05 PM EST. WCARB will meet again at the NCARB Annual Business Meeting in Chicago, Illinois on June 13-15, 2024.

DRAFT

**WCARB Meeting @ Regional Summit in Savannah, GA  
Attendees March 1-2, 2024**

**ALASKA**

Catherine Fritz  
Sara Neal

**ARIZONA**

Ed Marley  
Judith Stapley  
Mike Kolejka  
Scott Sayles  
Julie Pham  
Scott Donald

**CALIFORNIA**

Charles Ward  
Jon Baker  
Laura Zuniga  
Robert Pearman  
Sylvia Kwan  
Tian Feng  
Dmitry Kazakov-Guest

**COLORADO**

Christine Riggs  
Joyce Young

**GUAM**

Cathyann Gogue  
Catherine Gutierrez

**HAWAII**

Brian Fujiwara  
Janet Primiano

**IDAHO**

Daniel Mullin  
Tim Grissom

**NEVADA**

Coffee Polk- Guest  
George Garlock  
Greg Erny  
James Mickey  
Monica Harrison  
William Snyder

**NEW MEXICO**

Jim Oschwald  
Melarie Gonzales  
Ray Vigil  
Mark Glenn  
Robert Calvani

**NORTHERN MARIANA ISLANDS**

Esther Fleming  
Denn Manglona  
Roy Reyes

**OREGON**

Donald Eggleston  
Kathy Austin  
Lisa Howard  
Lori Davison  
Jim Fanjoy

**UTAH**

Celestia Carson  
Corey Solum  
Michael Fazio  
Julia Oderda  
Bret Bullough

**WASHINGTON**

Sian Roberts  
Scott Harm

**Membership Update Meeting**  
(formerly known as Pre-BOD Meeting)  
April 19, 2024

## SUMMARY MINUTES

1. Welcome from Chair, Catherine Fritz started at 2:03 p.m. PST
  - Chair Fritz informed the membership that the Executive Director will be resigning from her role as WCARB's Executive Director effective June 30, 2024.
2. Roll Call, Melarie Gonzales, Executive Director:
  - Jurisdictions (members) in attendance: Alaska, Arizona, California, Guam, Idaho, Nevada, New Mexico, Oregon, Utah & Washington.  
Absent: Colorado, Hawaii, & Northern Mariana Islands.
  - Individuals in attendance: Catherine Fritz, Tian Feng, Corey Solum, Mike Kolejka, Melarie Gonzales, Scott Harm, Ed Marley, Greg Erny, Sylvia Kwan, Monica Harrison, Jim Mickey, Judith Stapley, Julia Oderda, Paul Baril, Michael Fazio, Allison McClintik, Ron Jones, Robert Pearman, Laura Zuniga, Marie Wickoff, Tonie Esteban, Ray Vigil, & Justin Touchstone.
  - NCARB Staff: Josh Batkin, & Maleece Wallace
3. Update of NCARB Board Issues, Scott
  - Regional Director Scott Harm provided a summary of the NCARB Pre-BOD meeting brief April 2024 specifically considering what resolutions will be presented at the Annual Business Meeting (ABM).
4. Comments, Questions on Resolutions, Catherine
  - Resolution 2024-G: NCARB Bylaws Amendment – Update to Certificate Requirement for Board of Director Positions
    - i. Nevada distributed their letter with their comments and concerns.
    - ii. Robert Calvani provided his comment at the Regional Summit and feels strongly that the NCARB President be a certificate holder.
  - Resolution 2024-H: NCARB Bylaws Amendment –NCARB Regions
    - i. Chair Fritz reminded the members all resolutions are still in 'draft' form and will be formally presented until after NCARB's BOD meeting.
    - ii. Regional Realignment Group recommended a single option to BOD and BOD will determine if it's ready to move forward to membership as well as if it should be modified in a way.
    - iii. Monica Harrison asked when the deadline is to submit amendments to resolutions because Nevada Board is having a board meeting in June before the ABM. Sylvia Kwan explained the process on the floor during the ABM for motions and amendments because official comments were due March 15, 2024. Ed Marley reminded members to read NCARB Bylaws and have clean amendments on the floor during the ABM.

- iv. Sylvia Kwan informed members there will be seven resolutions because the Taiwan resolution has been pulled.
  - v. Greg Erny requested that Nevada receive a response from the leadership at NCARB and BOD to the comments and questions raised from their letter distributed. Sylvia Kwan said NCARB BOD would be providing Nevada a response after their April meeting.
5. Update on Strategic Plan Actions for this year
- New Member Welcome packet, Mike
    - i. Mike Kolejka explained the Strategic Plan Action of developing a welcome packet to new members. He will be soliciting an email to all members next week for comments and feedback. Justin Touchstone is a new member board executive from Idaho and would greatly appreciate feedback on his role and duties within the region.
  - Educational Program, Corey & Tian
    - i. Tian Feng discussed wildfire impacts to communities and the practice of architecture in terms of disaster response. Unfortunately, due to political reasons there hasn't been an opportunity to offer an in-person educational program and will consider one virtually within this year.
    - ii. Chair Fritz reminded members the strategic plan is on WCARB's website for review as well as reviewing the upcoming strategic plan committees at the ABM.
6. Issues/Hot Topics from Jurisdictions
- None were discussed during the call.
7. NCARB Annual Business Meeting: June 13-15, 2024, Chicago
- Registration by May 15, 2024.
  - First Time Attendee Luncheon: June 13, 2024, 1-2:30pm
  - Region 6 Business Meeting: June 14, 2024, 3-5pm
  - Region 6 Social Event, Melarie
    - i. Gathering will take place at the Hilton Hotel in Chicago.

## **WCARB Executive Committee**

Catherine Fritz, Alaska, Chair

Tian Feng, California, Vice Chair

Jim Oswald, New Mexico, Secretary-Treasurer- **Absent**

Corey Solum, Utah, Member

Mike Kolejka, Arizona, Member

Scott Harm, Washington, Region 6 Director to NCARB Board

Melarie Gonzales, Region 6 Executive Director

The regional call ended at 3:01p.m. PST.

**WCARB**

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**REGION 6**

**Regional Director's Report**  
Scott Harm, Regional Director



The Year In Review  
Scott Harm, AIA, NCARB  
Regional Director: Region 6 WCARB

- As we all know the start of the year last June, we all met at the JW Marriott in Tampa FL and it was a great start to returning to “in person” meetings. During that meeting the Executive Leadership outlined their plans for the coming year and the important topics that would be taken on.
- In late September the Executive Committee of Region 6 held another in person meeting in the Phoenix AZ area and outlined their duties, goals, and objectives for the coming year. The leadership reviewed WCARB’s Strategic Plan and set out an array of actions and documents that would be needed to move the process forward.
- Later that same month the NCARB Board of Directors (BOD) convened a meeting in Monterey CA for the planning and evaluation of the various objectives, goals, and challenges facing NCARB and allied agencies with whom we collaborate. At this meeting the BOD was briefed on a wide array of elements and provided guidance and approval to NCARB staff to proceed on the resolutions that have now been discussed and considered by the body of our Membership.
- In early December, and a highlight of the year for many, was the Futures Symposium and Committee Summit held at the Capital Hilton in Washington DC. It was at this event that it was made evident that NCARB has made incredible strides in the areas of Diversity, Equity, and Inclusion (DEI) in their formulation of committee assignments for the large number of volunteers who help make the organization so impactful to the practice of Architecture and protecting the health, safety, and welfare of the public.
- In Mid-January the BOD held another 3-day workshop in Naples, FL with much of the meeting targeted at the development of Board Members and various appropriate leadership attributes as outlined by NCARB’s outside consultant McKinley Advisors. During this meeting the BOD continued conversations regarding NAAB funding and conversations between the various allied organizations including those representing community colleges. The BOD was also briefed by our consulting team at Raymond James regarding the performance of the NCARB investment and savings portfolio 2023.
- Moving into late February and early March many of us gathered in Savannah, GA for our annual Regional Summit. As is typically planned for this event this was the point in time when candidates seeking nomination and successful campaigns announce their intent to seek positions in leadership for the FY 2025 operating period. Candidates submitted digital resumes and candidacy declarations and were also afforded the time to speak to larger audiences.
  - Of particular interest was the nominations coming from candidates seeking one of the two “At-Large” positions on the BOD. The response from interested parties exceeded the expectations of many and the BOD is delighted with the options we now all have before us.
- Completing the year-to-date in late April the BOD again convened a meeting in Ashville, NC. Significant topics of conversation included such things as; Pathways to Practice, Overlapping Practices, Workforce Readiness, and Professional Conduct. Treasurer John Rademacher and CEO Mike Armstrong provided updates on the current financial state of the Council’s funds and performance of the FY24 budget and a draft presentation of the FY25 budget was presented for consideration and conversation.

**WCARB**

Western Council of  
Architectural Registration Boards  
**REGION 6**

**Regional Chair's Report**  
Catherine Fritz, Regional Chair

## **Region 6 WCARB Chair's Report: The Year in Review June 5, 2024**

First of all, my sincere thanks to all of WCARB for your confidence and support this year. It has been very fulfilling to serve as your Chair.

WCARB held 5 membership meetings this year (2 in person and 3 virtual). We expanded the traditional "Board of Directors (BOD) Update" to add other topics of regional importance to our meetings. This allowed time to focus on specific topics and touch base on committee work, while still getting a report from our Regional Director, Scott Harm.

The 7 member Executive Committee held 9 meetings this year. Three of these were in-person, while others were held virtually. We reviewed committee and Strategic Plan Liaison assignments and approved a "Roles & Responsibilities" summary (now posted on WCARB web site) to help members know about the opportunities for service in Region 6. We reviewed the Bylaws and Rules and agreed to recommend a change to our fiscal year and develop a Travel Reimbursement Policy. We also drafted the FY'25 WCARB budget. All of these items were adopted by the membership at our March 2024 meeting.

The Executive Committee developed an Annual Evaluation Form and articulated job duties of our Executive Director, and then held the annual evaluation that is called for in the Bylaws. It was fortuitous that we took time to complete this work because our Executive Director, Melarie Gonzales, decided to step down from her position on June 30, 2024. While we are sad to see her go, we now have all the needed background work complete so the recruitment of a new ED can proceed promptly.

Development of the meeting agendas falls to the Chair, but I certainly did not do this task alone. Many thanks to Melarie and other members of the Executive Committee for helping to frame our meetings so they were productive and effective. We collaboratively worked with Melarie to plan the dinner and social events for both the Regional Summit and the ABM meeting.

This year, the NCARB Regional Leadership Committee included the Chair, Vice Chair, and Exec Director. Our primary role was to plan the Regional Summit (held in Savannah, GA in March 2024). In addition to the 4 regular meetings, I participated in sub-committee meetings to plan workshops for the Summit.

The Chairs of each of the 6 regions were appointed to the Regional Realignment Working Group this year. We held 11 meetings over 10 months, working diligently to consider the many opinions of how NCARB might restructure its regions to reflect more equitable governance.

Yes, it was a lot this year! However, I thoroughly enjoyed being engaged in both NCARB and WCARB, and I mostly appreciated fostering new friendships and deepening existing ones. On behalf of the Executive Committee, I thank all of you for the contributions that you have made, and I wish you the very best in the years to come.

*Catherine Fritz, Chair*

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**REGION 6**

## Financial Report

Jim Oschwald, Secretary/Treasurer

**FY25 APPROVED BUDGET**  
**WESTERN COUNCIL OF ARCHITECTURAL**  
**REGISTRATION BOARDS**

BUDGET OF REVENUE AND EXPENDITURES FOR  
FISCAL YEAR **July 1, 2024 - June 30, 2025**

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 20.00
Annual Dues:	\$ 52,000.00
Reserves	\$ 12,080.00
<b>TOTAL 2024-25 REVENUE:</b>	<b>\$ <u>64,100.00</u></b>

EXPENDITURES:

Executive Committee Travel	\$ 18,000.00
Education/Program Development and R6 Committee Expenses	4,000.00
Meeting Costs	1,000.00
Regional Dinner/ Gathering	10,000.00
Executive Director's Pay	21,600.00
Communication, Website & Internet	5,000.00
Printing, Production & Mailing	500.00
Misc (includes annual software expense)	1,000.00
Contingency	<u>3,000.00</u>
<b>TOTAL 2024-25 EXPENDITURES:</b>	<b>\$ <u>64,100.00</u></b>

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**REGION 6**

***WCARB Region 6  
Laudatories***

# WCARB

Western Council of  
Architectural Registration Boards  
**REGION 6**

June 14, 2024

## WCARB LAUDATORIES

- . Brian Jacobson
- . Celestia Carson
- . Roch Manley

# Certificate of Appreciation

PROUDLY PRESENTED TO

# Brian K. Jacobson

Whereas Brian Jacobson has served as a Member Board Member for eight years, from 2016 to 2024.

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

June 14, 2024



Catherine Fritz | Chair, WCARB



Melarie M. Gonzales | Executive Director



# Certificate of Appreciation

PROUDLY PRESENTED TO

# Celestia Ray Carson

Whereas Celestia Ray Carson has served as a Member Board Member for eight years, from 2016 to 2024.

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

June 14, 2024



Catherine Fritz | Chair, WCARB



Melarie M. Gonzales | Executive Director

# Certificate of Appreciation

PROUDLY PRESENTED TO

## Roch Manley

Whereas Roch Manley served on the Washington State Architects Board for 12 years from 2012 until 2024. He was an active participant on the board and served as Chair of the Washington Board twice from 2015-2016, and again from 2022-2023. Roch contributed to numerous projects on the Washington State Architects Board including a law review committee and drafting overlapping practice guidelines for building officials. In addition, he dedicated himself to the AXP Item Writing Committee in 2013 and 2014, as well as served on the Experience Committee in 2017 and 2023; and

Whereas, Roch shared a story about a NCARB Regional Meeting in Long Beach, California, around 2015/2016. At the conference Roch's cousin came down from Pasadena, CA to see Roch and his wife, Linda, and brought his guitars and an accordion. The meeting was near St. Patrick's Day, and Paul, Linda and Roch found a quiet spot in the courtyard of the hotel to visit and play music. The traditional Irish and Irish rebel tunes drew in other meeting attendees returning from dinner and it turned into an impromptu St Patrick's Day concert. In Roch's words, most of the "audience" members had a couple drinks with dinner making the group's playing and singing more bearable.

It is therefore resolved that we express our sincere heartfelt appreciation for the generous gift of his time, talents, and insights which benefited the public, the architectural community, WCARB, NCARB and his fellow Washington Board members. These stories and all the other wonderful ways that Roch has contributed to the Washington board and the NCARB community will make him truly missed.

June 14, 2024




Catherine Fritz | Chair, WCARB



Melarie M. Gonzales | Executive Director



**Strategic Plan Objective:**  Future-Focused Research and Development

## RESOLUTION 2024-07

This resolution is supported by the NCARB Board of Directors 13-0.

**TITLE:** *NCARB Bylaws* Amendment – NCARB Regions

**WHEREAS**, the Board of Directors charged the Regional Realignment Work Group with analyzing membership feedback on NCARB’s regional structure and making a recommendation; and

**WHEREAS**, the Regional Realignment Work Group recommends that NCARB should realign regions into five regions and add an additional at-large position on the Board of Directors in Fiscal Year 2025; and

**WHEREAS**, the *NCARB Bylaws* may only be changed by a two-thirds majority (37) vote of the Council Member Boards, with such change becoming effective at the time specified in this resolution; and

**WHEREAS**, prior to implementing the changes to the *NCARB Bylaws*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

### **NOW, THEREFORE, IT IS HEREBY:**

**FURTHER RESOLVED**, that, effective as of the commencement of the 2025 Annual Business Meeting (the “Realignment Date”), Article VII-The Board of Directors, Section 1 in the *NCARB Bylaws* be revised as follows:

“SECTION 1. Membership. The Board of Directors shall be comprised of the Elected Officers of the Council, one Regional Director from each Region, ~~two~~three At-Large Directors, one Member Board Executive Director, and one Public Director.”

**RESOLVED**, that, effective as of the Realignment Date, Article VI-Regions, Sections 1 and 2 in the *NCARB Bylaws* be revised, and Section 3 be added as indicated below:

“SECTION 1. Purpose. In order to foster closer communication between Member Boards and the Council, as well as among Member Boards, and further to foster the development of future leaders and assist the Council in achieving its stated purpose, ~~six~~five geographical Regions comprising, in the aggregate, all the Member Boards are hereby established. Each Member Board shall be required to be a member of its Region.

SECTION 2. Membership. The membership of the Regions is established as follows:

REGION 1—~~New England Conference: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.~~

REGION 2—~~Middle Atlantic Conference: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia.~~

REGION 3—~~Southern Conference: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands.~~

REGION 4—~~Mid-Central Conference: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin.~~



REGION 5—Central States Conference: Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming.

REGION 6—Western Conference: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington.

**Western Region:** Alaska, Arizona, California, Guam, Hawaii, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington

**Plains & Mountain Region:** Colorado, Idaho, Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming

**Mid-Central Region:** Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Virginia, West Virginia, Wisconsin

**Northeastern Region:** Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

**Southeastern Region:** Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, U.S. Virgin Islands.

SECTION 3. Reevaluation. The membership of the Regions shall be evaluated by the Board of Directors, or a committee or task force charged by the Board of Directors, for equity between Regions related to the number of Member Boards, Member Board Member distribution, architect population, and any other substantive need determined by the Board or such committee or task force every 10 years following the Realignment Date. The Board may evaluate region membership more often if there is a substantive need such as, but not limited to, the removal or addition of Member Boards.”

**FURTHER RESOLVED**, that, effective as of the Realignment Date, the current NCARB Regions (“Current Regions”) be replaced with new regions (“Realigned Regions”) consistent with the foregoing resolution;

**FURTHER RESOLVED**, that, effective immediately, the Board of Directors will charge the Regional Leadership Committee with developing model region bylaws, which model region bylaws shall be designed to provide consistency among the Realigned Regions while also identifying provisions that may be customized by region; and

**FURTHER RESOLVED**, that, effective as of the Realignment Date, the model region bylaws, as approved by the Board of Directors, shall be the initial bylaws of each Realigned Region, and thereafter each Realigned Region may act to customize their respective bylaws in accordance with the provisions of such bylaws; and

**FURTHER RESOLVED**, that, the monetary assets of each Current Region as of the Realignment Date shall be calculated based on an equal division amongst their Member Boards and that amount is to be transferred to each Member Board’s Realigned Region; and

**FURTHER RESOLVED**, that Article XV-Transition in the *NCARB Bylaws* be amended as stated in Appendix E; and

**FURTHER RESOLVED**, that upon the approval of the resolutions by a two-thirds vote (37) of the Council Member Boards, such resolutions will become effective as of the adjournment of the 2024 Annual Business Meeting or as directed in this resolution.

**FINANCIAL IMPACT:**

- This resolution will have some financial impact to the Council as the regions transition, but would eventually lead to some minor cost savings as a result of having one less region. This may eventually impact regional dues for Member Boards.



## **SPONSORS' STATEMENT OF SUPPORT:**

Since 2019, NCARB has been evaluating and studying its governance structure. Efforts began when a grassroots group of Member Board Members met at the 2019 Regional Summit in Nashville to discuss NCARB's leadership pipeline—with the goal of ensuring that the NCARB Board of Directors had different backgrounds, perspectives, and voices at the table when making important decisions for the Council. Their grassroots efforts led to the eventual creation of the Diversity Collaborative (which became the Diversity, Equity, and Inclusion (DEI) Committee in 2022) and the Board of Directors creating the FY23 Governance Work Group and the FY24 Regional Realignment Work Group to focus specifically on governance issues. Adjusting NCARB's regional structure has been discussed at every junction since this effort began in 2019.

Last year's Governance Work Group studied the entire governance structure of the Council including an initial proposal to realign the NCARB regional structure. Through surveys, listening sessions, and other discussions, members expressed interest in an extended exploration of potential changes to NCARB's regional structure, with 50% of respondents in the Governance Work Group's spring 2023 survey believing some form of change should occur.

The FY23 Board of Directors ultimately decided to focus FY23 governance efforts solely on changes to the Executive Committee and establishing At-Large Director positions. The Board indicated that pursuit of regional realignment would be a separate phase, a position affirmed by both outgoing President Bayliss Ward and incoming President Jon Baker. Following on the above discussions, FY24 President Jon Baker announced the creation of the Regional Realignment Work Group at the June 2023 Annual Business Meeting, charging it with developing a recommendation for the FY24 Board of Directors. The work group, chaired by Past President Kristine Harding, and including the six Regional Chairs, began their work by discussing assumptions and possible biases related to this topic. The conversation led to a discussion of two key questions: what value do regions bring to the organization, and what is the organization solving by modifying its regional structure?

### **Value of Regions**

The Regional Realignment Work Group clearly identified that any regional structure provides value to the Council through:

- smaller group networking;
- leadership development opportunities;
- nominating a regional director to serve on the Board of Directors; and
- serving as a communications conduit for the Board of Directors and Member Boards.

### **What Are We Solving?**

Further, the consensus of the work group is that several opportunities will be realized by the organization through regional restructuring.

- The proposed change would eliminate a perceived lack of fairness within the current regional structure by shifting toward an organizational structure where regions are more closely aligned in terms of the number of jurisdictions, architects, Member Board Members, and licensure candidates served. This shift begins to better represent the communities served.
- The proposed change would increase the number of available volunteers within currently smaller regions through more equitable distribution of jurisdictions across regions. In the work group's discussions, as well as a historic review of regional reports, there is a recurring issue of engagement and availability to serve in regional leadership and eventually the NCARB Board of Directors, particularly from the four smaller regions.



- The proposed change provides the potential to reduce legislative concerns about regions’ value and individual dues, through an opportunity to build a stronger foundation for the future before external pressures potentially force a change. Member Boards have sought support from NCARB in recent years defending regional dues to legislatures and/or state agencies given that other national organizations do not carry a similar additional dues requirement.
- Realigning to five regions allows a shift of one regional director position into a third at-large director position. This shift increases the new perspectives brought to the Board of Directors and moves the Board toward balancing a structure of regional and non-regional leaders. As a national organization with more than a \$30 million budget and over 100,000 customers, modern-day NCARB and Member Boards are not sufficiently served by a solely regional pipeline to leadership both in terms of the time it takes leaders to move through these ranks and perspectives available.
- Adding a third at-large director position, following the new streamlined path to serving on the Board of Directors, brings an additional opportunity for those who are interested in serving but not able to commit to the long timeline to serve through the regional structure. Member Board Members are eligible for these positions, and this may be a preferred path for those who are restricted by term limits or other time constraints.
- Making these changes allows the Council to retain the 14-member structure of the Board of Directors. Any increase in the number of Board members has a direct increase in the time that Board members already commit to the Council and a financial impact on NCARB’s budget.

**Equity and Parity Issues**

When asked via survey what considerations were most important to members if the regions were realigned, 50% of respondents selected parity of the number of jurisdictions in each region. In addition, several respondents mentioned parity in the number of licensed architects served by each region in their comments.

The work group considered various realignment options, including other geographic (2, 3, and 4 regions) and non-geographic (based on board type, population, etc.) maps. In the end, working toward improved equity and parity most benefits the Council in the long-term. Studying data for the current regions, the discrepancies and general fairness issues became apparent for both large and small regions. The chart below describes the current makeup of the existing NCARB regions.

	<b>Region 1</b>	<b>Region 2</b>	<b>Region 3</b>	<b>Region 4</b>	<b>Region 5</b>	<b>Region 6</b>
<b>Number of Jurisdictions</b>	6	8	12	9	7	13
<b>Total MBMs</b>	36	74	90	103	55	114
<b>Total Architect MBMS</b>	26	40	54	39	24	47



When provided the data above, members were asked if the data reflected parity, with 80% of respondents saying “no.” Members were asked again about the importance of parity when considering realignment, and 67% said an equal number of jurisdictions, population of architects served/regulated, or both were important to them, and 30% said parity didn’t matter to them when it came to regions.

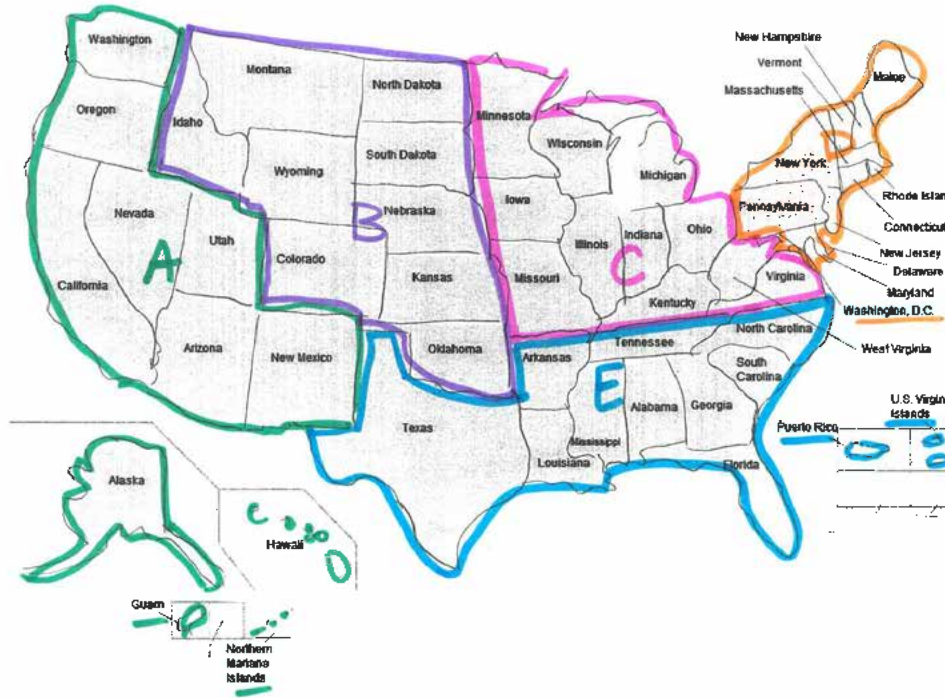
There is a perception amongst membership that regions vote in blocks and that larger regions have more overall input on the direction of the Council. While hard to measure when it comes to matters of policy when voting on resolutions, looking at the leadership pipeline and historic election results for officer positions, candidates from larger regions have had a clear advantage. For example, since the creation of all of the regions in 1968, there have been almost as many NCARB presidents from Region 3 (15) alone as there have been from Regions 1, 2, and 5 combined (17). This does not align with the perception of members from smaller regions who have expressed a belief that they have more opportunities to move up to the Board of Directors in general and that their voice is heard better.

Through open-ended comments in the first FY24 survey from the Regional Realignment Work Group, parity amongst licensees served by Member Board and regions emerged as an important topic to some members. When specifically asked about parity by architects served in the second FY24 survey, 52% of respondents said it should be a consideration. While NCARB as an organization is focused on regulatory issues that no longer lean regional, and small states and large states have similar policy issues, the work group agreed the organization could better align regions so that those served by the Member Boards could be better distributed.

When viewed through the lens of governance of a national organization, any type of inequity that is created by a regional structure is not ideal. Each Member Board has the same vote and should have similar access and opportunity in terms of being heard and being able to pursue further involvement with the organization.

### **The Proposal**

The work group consensus is that working toward improved equity and parity for the number of Member Boards, Member Board Members, licensees, and licensure candidates in each region most benefits the Council and Member Boards in the long-term, while creating opportunities for additional at-large directors and not increasing the size of the Board of Directors. In addition, the work group believes reviewing leadership and regional structures is a healthy activity for the Council to take at regular intervals and recommends this structure be reviewed every 10 years or as needed if there is a substantive change that would impact it. After the Regional Summit and the work group explaining the rationale, the membership was asked if they would support some type of realignment, and 66% said yes.



	Western (Region A)	Plains & Mountain (Region B)	Mid-Central (Region C)	Northeastern (Region D)	Southeastern (Region E)
<b>Number of Jurisdictions</b>	11	9	11	12	12
<b>Total MBMs</b>	95	73	125	89	90
<b>Total Architect MBMs</b>	39	31	47	59	55

Creating five regions addresses several concerns expressed by membership from last year’s feedback sessions and comments collected through surveys this year:

- **More parity in terms of the number of Member Boards in each Region.**
- **Reduces the disparity of Member Board Members in each region.** During listening sessions, members asked about the distribution of Member Board Members throughout regions since one of the recurring issues in regions is volunteer engagement. This data was pulled and added, and the proposed map does reduce this disparity.
- **Maintains small group discussion and relationship building.** While the historical reasons for the regions’ creation no longer exist, the work group and Member Boards find value in the regional structure as a communication touchpoint with the Board of Directors and a venue to foster small group discussions and relationship building. When asked, most survey respondents (75%) felt that all current regions—ranging from 6 to 13 Member Boards—allowed for smaller group discussions. The five-region recommendation right-sizes regions while still allowing for the small group discussions and relationship building that Member Boards find valuable. In addition, because of travel and cost restraints for Member Boards, most in-person regional meetings now occur in conjunction with national NCARB meetings, allowing members to continue to maintain existing relationships and establish new ones.





## Transition Plan

The work group proposes that regions transition to the new structure following the 2025 Annual Business Meeting. The Regional Leadership Committee would be charged with developing model bylaws so that regions can amend and/or replace current bylaws and have the regions be more aligned with each other. The work group began the activity of identifying where regions are in alignment and where they are different so that a best practice can be recommended for Member Boards to be served more consistently by regions. NCARB would cover costs and assist regions with this transition as requested.

This proposal is the culmination of over five years of research and discussions from multiple Member Board Member volunteer groups and membership feedback. The work group and Board of Directors agree with the membership that regions continue to provide value to the organization. However, it is time for the framework developed in the 1960s to be updated to better serve modern-day NCARB and Member Boards.

## NCARB BOARD OF DIRECTORS

- Jon Alan Baker, FAIA, NCARB, LEED AP; President
- Kenneth R. Van Tine, AIA, NCARB, LEED AP; Vice President
- Edward T. Marley, NCARB, FAIA, LEED AP; Second Vice President
- John Patrick Rademacher, NCARB, AIA, NOMA; Treasurer
- Sylvia Kwan, FAIA, NCARB, LEED AP; Secretary
- Bayliss Ward, NCARB, AIA; Past President
- Jennifer R. Arbuckle, AIA, NCARB, LEED AP; Director, Region 1
- George H. Miller, FAIA; Director, Region 2
- Miguel A. Rodriguez, FAIA, NCARB, NOMA; Director, Region 3; Florida Member Board Member
- Margaret (Meg) S. Parsons, FAIA, NCARB, LEED AP BD+C, ALEP; Director, Region 3
- Lenora A. Nelson, RA, NCARB; Director, Region 5
- Scott E. Harm, AIA, NCARB; Director, Region 6; Washington Member Board Member
- Cathe M. Evans; Member Board Executive Director; North Carolina Member Board Executive
- Stephanie V. Hopkins; Public Director; Maryland Member Board Member

## REGIONAL REALIGNMENT WORK GROUP

- Chair: Kristine Annexstad Harding, FAIA, NCARB; 2017 NCARB President
- Thomas D. Lonardo, RA, NCARB; Chair, Region 1; Rhode Island Member Board Member
- Edward W. Tucker, FAIA, NCARB; Chair, Region 2
- Catherine C. Morrison, NCARB, AIA, LEED AP BD+C, NOMA; Chair, Region 3; North Carolina Member Board Member
- Linda Alfson Schemmel, AIA, NCARB; Chair, Region 4
- James Devine, NCARB, AIA, LEED AP; Chair, Region 5; North Dakota Member Board Member



- Catherine Fritz, AIA, NCARB; Chair, Region 6
- Kate Nosbisch, Hon. AIA VA; Virginia Member Board Executive
- Bayliss Ward, NCARB, AIA; Past President

### **RESOURCES**

[Appendix E: NCARB Bylaws Article XV—Transition](#)

# WCARB

The mission of the Western Region shall be to collaborate as a conference of Member Boards to protect the public's health, safety, and welfare by participating in the development of effective regulations and exemplary standards for the practice of architecture

## GUIDING PRINCIPLES

### EDUCATE

It is essential that WCARB Members & Executives stay abreast of contemporary regulatory issues, expand individual knowledge related to the regulation of the profession, and exemplify professional continuing education and service.

#### STRATEGIES:

- a: Create high quality education programs.
- b: Promote service and leadership.

### COLLABORATE

One of WCARB's greatest strengths is its multi-faceted diversity. Sharing information and best practices among 13 jurisdictions of the region and with members of other regions is beneficial to all. Collaboration strengthens understanding of many unique aspects of culture, politics, race, ethnicity, gender, and architectural practice.

#### STRATEGIES:

- a: Share Best Practices between Jurisdictions.
- b: Collaborate with other Regions.

### INFLUENCE

WCARB is committed to being actively involved in NCARB for the purpose of promoting the Practice of Architecture through the licensing of qualified individuals. Encouraging service on committees and growing leadership ensures that the region's work remains relevant and effective.

#### STRATEGIES:

- a. Encourage Committee Service
- b. Promote Diversity

**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 June 19, 2023- June 2024 ACTIONS:**

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

**ASSIGNED TO:**

1. Education Committee.  
Tian Feng, Jim Mickey, Scott Harm, Melarie Gonzales (ED)
2. Education Committee.
3. Melarie Gonzales.

**EX-COMLIAISON**

1. COREYSOLUM
2. COREYSOLUM
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 June 19, 2023- June 2024 ACTIONS:**

1. Develop a place on WCARB website for regulatory issues; post/link NCARB tracking.
2. ~~Determine Actions from legislative topics.~~ **DONE**

**ASSIGNED TO:**

1. Corey Solum, Melarie Gonzales.
2. Sian Roberts, Greg Erny

**EX COM LIAISON**

1. COREYSOLUM
2. JIMOSCHWALD

**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 June 19, 2023- June 2024 ACTIONS:**

1. Develop a list of new members; assign mentors.
2. ~~Develop WCARB committee roles/responsibilities to broaden members' understanding of opportunities.~~ **DONE**
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 & Melarie Gonzales.
2. Ex Comm & Melarie Gonzales.
3. Melarie Gonzales.
4. Celestia Carson, Allison McClintik, Lisa Howard

**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 June 19, 2023- June 2024 ACTIONS:**

1. Define WCARB diversity, and gather information about WCARB members’ diversity.
2. ~~Develop a format for gathering info on statutory/regulatory issues (also see OBJ 1. B.1).~~
3. Posting/link regulatory issues on WCARB website.
4. Develop interest groups among WCARB members to encourage communications and sharing of activities/info.

**ASSIGNED TO:**

1. Erica Cedar, Tonie Esteban, Nilza Serrano
2. Sian Roberts
3. Melarie Gonzales,
4. Same as Ob 2 b.1 (below).

**EX COM LIAISON**

1. TIAN FENG
2. COREY SOLUM
3. COREY SOLUM
4. JIM OSCHWALD

**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 June 19, 2023- June 2024 ACTIONS:**

1. Engage WCARB liaisons with other regions; develop a format to report issues and activities. **REGION 1 DONE**

**ASSIGNED TO:**

1. - Region1: Catherine Fritz  
- Region2: Scott Harm  
- Region3: Mike Kolejka  
- Region4: Jim Oschwald  
- Region5: Ron Jones

**EX COM LIAISON**

1. MIKE KOLEJKA

**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 June 19, 2023- June 2024 ACTIONS:**

1. ~~Gather data from NCARB & WCARB jurisdictions to better understand the similarities and differences of licensing requirements. Review state report template to consider adding relevant info.~~ **DONE**

**ASSIGNED TO:**

1. Melarie Gonzales, 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 June 19, 2023- June 2024 ACTIONS:**

1. *Identify, encourage, and assist WCRARB members to apply for national committees.*
2. *Review Bylaws and plan for updates, including changes recommended through these Strategic Plan Actions. **RULE CHANGES DONE***

**ASSIGNED TO:**

1. *Scott Harm*
2. *Bylaws Comm:  
- Tian Feng, Chair  
Mark Glenn, Robert  
Pearman, Melarie  
Gonzales*

**EX COM LIAISON**

1. *CATHERINE FRITZ*
2. *MIKE KOLEJKA*

**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 June 19, 2023- June 2024 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. to identify ways to reach out to diverse members within WCARB to increase inclusion.*
3. *Participate in NCARB DEI efforts to develop specific actions to increase diversity.*

**ASSIGNED TO:**

1. *Exec Comm, Melarie Gonzales.*
2. *Erica Cedar, Tonie Esteban, Nilza Serrano, Sylvia Kwan*
3. *Same as c. 2 above + Exec Comm and Melarie Gonzales.*

**EX COM LIAISON**

1. *CATHERINE FRITZ*
2. *TIAN FENG*
3. *TIAN FENG*

**OBJECTIVE 1, EDUCATE:** It is essential that WCARB Members and Executives stay abreast of contemporary regulatory issues, expand individual knowledge related to the regulation of the profession, and exemplify professional continuing education and service.

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

- ▮ Develop informative educational programs for members in their roles as regulators.
- ▮ Provide educational programs that qualify for HSW credits to exemplify HSW standards, while also being relevant to all members.

**PROPOSED June, 2024- June 2025 ACTIONS:**

1. Plan and present at least one 1 hour program for WCARB members in-person at region's annual meeting (Summit) or thru virtual delivery.
2. Develop a database of relevant high quality speakers for member boards to access.
3. Work with NCARB to provide AIA Continuing Education credits for program.

**ASSIGNED TO:**

1. Education Committee.  
*2-3 volunteers needed*
2. Education Committee.
3. ED.

**EX-COMLIAISON**

1. TBD
2. TBD
3. N/A

**b. Promote service and leadership.**

- ▮ Orient and support new members as they join WCARB so as to increase their participation and effectiveness.
- ▮ Recruit members in committee work and special projects to engage them as potential future leaders.

**PROPOSED June, 2024- June 2025 ACTIONS:**

1. Develop a list of new members; assign mentors.
2. Develop a new member orientation program.

**ASSIGNED TO:**

1. Ex Comm & ED.
2. *2-3 volunteers needed.*

**EX COM LIAISON**

1. NA
2. 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 Jurisdictions.**

- ▮ Share jurisdictional issues as they develop into statutory, regulatory, or administrative changes.
- ▮

**PROPOSED June, 2024- June 2025 ACTIONS:**

1. Post NCARB link to legislative issues on WCARB website.
2. Provide annual jurisdictional reports of activities and issues; post on WCARB website.

**ASSIGNED TO:**

1. ED
2. All members; coordinated by ED

**EX COM LIAISON**

1. NA
2. TBD

**b. Collaborate with other Regions.**

- ▮ Share WCARB issues with other region leadership, and learn about the issues of other regions.

**PROPOSED June 2024- June 2025 ACTIONS:**

1. *Utilize Chair, Vice Chair, and ED as members of Regional Leadership Committee to gather info from other regions; submit annual report of issues and activities.*

**ASSIGNED TO:**

1. Tian Feng, Mike Kolejka, ED

**EX COM LIAISON**

1. NA

**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 June 2024- June 2025 ACTIONS:**

1. *Identify, encourage, and assist WCRARB members to apply for national committees.*
2. *Review Bylaws and Rules and plan for updates, including changes recommended through these Strategic Plan Actions.*

**ASSIGNED TO:**

1. *Scott Harm*
2. *Bylaws Comm:  
- 2-3 volunteers needed*

**EX COM LIAISON**

1. *TIANG FENG*
- 2.
3. *TBD*

**b. Promote diversity at all levels.**

- ▮ Participate in NCARB activities to increase diversity.

**PROPOSED June 2024- June 2025 ACTIONS:**

1. *Participate in NCARB DEI efforts to develop specific actions to increase diversity at region and jurisdiction levels.*

**ASSIGNED TO:**

1. *Erica Cedar, Tonie Esteban, Nilza Serrano.*

**EX COM LIAISON**

1. *TBD*



## **WCARB COMMITTEES: ROLES & RESPONSIBILITIES OPPORTUNITIES FOR SERVICE**

The expertise of WCARB members is essential to keeping the Western Region vibrant. There are many opportunities to participate in committees and work groups. You are encouraged to get involved!

There are also many opportunities for service on national NCARB committees. More information can be found at [ncarb.org](http://ncarb.org).

### **EXECUTIVE COMMITTEE** (reference bylaws Article 7):

The Executive Committee of the Western Region (aka Region 6) is composed of five voting members - a Chairperson, a Vice Chairperson, a Secretary/Treasurer and two members. The Regional Director and the WCARB Executive Director serve as ex officio non-voting members of the Executive Committee. The officers of the Executive Committee (Chair, Vice-Chair, and Secretary-Treasurer), as well as the Regional Director, are elected each year by the WCARB membership at the Annual Regional Meeting (aka Regional Summit).

1. The Chair of the Executive Committee exercises general supervision over the affairs of WCARB and performs all the duties required by the bylaws or delegated by the Executive Committee. The Chair presides at every meeting of the Western Region and of the Executive Committee and appoints all committees.
2. The Secretary/Treasurer reviews the minutes and financial statements that are prepared by the Executive Director and presents them at the annual WCARB meeting, which is held at the Regional Summit.
3. In the absence of the Chair, or in the event the Chair position is vacated, the Vice Chair presides and performs all the duties of the Chair.
4. In the absence of both the Chair and the Vice Chair, the Secretary/Treasurer presides and performs all the duties of the Chair.
5. The Chair serves as the official representative of WCARB to the NCARB Annual Meeting.
6. The Chair serves as the official representative to the NCARB Regional Leadership Committee.
7. All members of the Executive Committee serve as Liaisons to the Work Groups that are established in the Strategic Plan. Their roles are to support the Work Groups by clarifying tasks, helping recruit volunteers to serve, and reporting activities to the Executive Committee.

The Executive Committee of the Western Region administers the affairs of the Western Region; puts into effect all general policies, directions and instructions adopted at any meeting of the Western Region where a quorum is present, and acts for the membership of the Western Region in all matters within the limits of authority granted to the officers and Executive Committee by the Bylaws.

Meetings of the Executive Committee are 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 is set as determined by the Executive Committee for planning of the next Annual Region Meeting.

**STANDING COMMITTEES** (Reference bylaws Article X)

The following standing committees are chaired by a member of the Executive Committee:

1. **The Elections Committee** approves credentials of Official Delegates, oversees the elections.
2. **The Resolutions and Laudatories Committee** proposes resolutions, reviews and compiles resolutions proposed by Members for consideration, composes laudatory resolutions if needed, and presents resolutions at any meeting.
3. **The Education Program Committee** creates and facilitates the Education Workshops for delegates and MBE's when they are held at the Annual Region Meeting. The Vice Chair chairs the Education Program Committee, and the committee includes three volunteers from the general membership.

**STRATEGIC PLAN WORK GROUPS**

WCARB's Strategic Plan is organized around its mission through three guiding principles: Educate, Collaborate, and Influence. Each principle has a variety of Strategies that have been articulated to accomplish the mission. To carry out the Strategies, there are Actions (also referred to as Tasks) that are developed annually by the Executive Committee and adopted by the membership at the Annual Region Meeting. Each Action is coordinated through an Executive Committee Liaison, and includes members of the region who have volunteered to take on the Action. A call for volunteers is made each year at the Annual Regional Meeting, however, members can contact the Executive Committee Liaison at any time to join a Work Group. Examples of upcoming (2024-25) Work Groups and their Actions are:

1. Plan and present at least one 1 hour program for WCARB members to be delivered at the annual meeting and/or through video conference. Liaison: TBD.
2. Develop a new member orientation program. Liaison: Mike Kolejka.
3. Review Bylaws and Rules and plan for updates. Liaison: TBD.
4. Participate in NCARB DEI efforts to develop specific actions to increase diversity at region and jurisdiction levels. Liaison: TBD.