

**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS – WCARB REGION 6
Hilton Chicago Hotel, Chicago, IL**

Friday, June 14, 2024

Vice Chairman Tian Feng called the meeting to order at 3:00 p.m.
(Chair Catherine Fritz is visiting other regions as a candidate for one of the “at-large” BOD positions and will return to Chair the Region 6 meeting as soon as she is done).

AGENDA ITEM 1

Roll Call:

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

All member states and jurisdictions were present and represented at the June 2024 Region 6 Regional meeting at the NCARB Annual Business Meeting.

Introductions:

There were eleven new members in attendance: Jack Gilmore, MBM Arizona, Scott Sayles, MBM Arizona; Keith Smith, MBM Arizona, Deb Campbell, MBM Colorado, Sheena Choy, MBE Hawaii, John Lucas, MBM Hawaii, Jedd Walker, MBM Idaho, Justin Touchstone, MBE Idaho, Denn Manglona, MBM Northern Marianas, Elizabeth Boxall, MBE Oregon, and Jule Orderda, MBM Utah. The new and existing members of WCARB Region 6 were warmly welcomed.

Approval of Agenda:

Motion: Esther Fleming (NMI) moved to approve the agenda. Motion seconded by Catherine Gutierrez (GU).

Vote: All in favor. Motion passes.

Approval of the Minutes:

Motion: Greg Erny (NV) moved to approve the minutes from the March 1-2, 2024 regional summit in Savannah, GA. Motion seconded by Deb Campbell (CO).

Discussion: Jim Oschwald (NM) objected to approving the meeting minutes because the draft meeting minutes approved by the Executive Committee were subsequently amended by the Chair.

Call for the question:

Vote: All in favor, except New Mexico. Motion passes

Motion: Tian Feng (CA) moved to approve the Membership Update Zoom Call Minutes from April 18, 2024. Motion seconded by Mike Kolejka (AZ).

Vote: All in favor. Motion passes.

AGENDA ITEM 3 Regional Director's Report, Year in Review – Scott Harm

Written Remarks:

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.

Discussion: There was conversation about how the NCARB Board of Directors (BOD) puts forth a resolution. Jim Oschwald (NM) clarified that the vote of the BOD on a resolution is simply to put forward a resolution to the full membership to make the final decision, not that they or necessarily in favor of the resolution.

AGENDA ITEM 6 NCARB At-Large Candidates Visit

Tian Feng welcomed the 10 candidates that visited Region 6. Paul Burell, AK MBM, asked each candidate to answer in one sentence why they wished to serve on the NCARB BOD? The candidates stated their various reasons for wanting to serve on the BOD.

Region 6 thanked the candidates for taking the time to visit the region.

AGENDA ITEM 3 Regional Chair's Report, Year in Review – Catherine Fritz

Written Remarks:

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 Executive 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.

Chair Fritz asked if there were any questions. There were none.

AGENDA ITEM 3 Approved FY25 Budget (July 1- June 30, 2025)

The FY25 final Budget that was adopted by the membership in March 2024 at the Regional Summit in Savannah was presented to the membership.

Secretary/Treasurer Oschwald asked if there were any questions. There were none.

AGENDA ITEM 4 Update on the Executive Director Position – Celestia Carson

Chair Fritz reported that Melarie Gonzales is leaving her position as the WCARB Executive Director, but will still remain in her other position as Executive Director of the New Mexico Board.

Celestia Carson told the membership that she is an incoming WCARB Executive Committee member and she worked with outgoing WCARB ExCom Corey Solum regarding recruiting for the WCARB Executive Director position, which is a part-time, contract position. The salary will be negotiated between the Executive Director and the Executive Committee, depending on experience and qualifications.

Carson told the membership that WCARB is actively seeking applicants for the position and wanted to make sure all members know about the job opening in case anyone from the membership is interested or knows of someone who might be interested in the position. She asked interested applicants to contact her or any member of the Executive Committee. The ExCom is looking to fill the position in a month or two; but hopefully before the next Regional Leadership Meeting in August 2024.

Greg Erny (NV) asked who makes the hiring decision? Tian Feng answered that the hiring decision has traditionally been made by the Executive Committee and will continue to be made by the Executive Committee.

AGENDA ITEM 5: Resolution 2024-07 Bylaw Change re: Regional Realignment

Chair Fritz said that this resolution was discussed at the March 2024 meeting in Savannah but she wanted to give folks some time at this meeting to ask and answer any questions. She said that the issue of regional realignment originally came from a Governance Working Group set up by Jon Baker, and consisted of the chairs of the six regions. The working group had many meetings and info-sessions and out of that came a recommendation to restructure to five regions with 11 jurisdictions each. Each region will have one large jurisdiction and to a reasonable extent try to equalize the number of licensed architects and the number of architect board members. The recommendation of the working group was sent over to the BOD and they made a few modifications to the resolution. She asked Sylvia Kwan to go over the BOD changes.

Kwan told the membership that there was a deadline of May 15th for the jurisdictions to provide input. Some jurisdictions had strong opinions about which region they wanted to be in and made those opinions known to the BOD. The BOD discussed it and made the modifications to the resolution in favor of the requesting two jurisdictions. The change resulted in the regions no longer having exactly 11 jurisdictions; some had 10 or 12. The BOD felt that the changes came in from the grassroots level and they responded accordingly.

Esther Fleming (GU) asked how losing 2 jurisdictions affects the region's revenue and budget? Chair Fritz replied that the region would lose \$8000 per year in revenue. She said that the proposed changes would not go into effect until FY26 and the region would need to deal with the budget reductions then.

Tian Feng (CA) responded that Guam has good questions and also wanted to know what ramifications we would face as a region; budget and finances will be a concern. Parity and diversity should also be part of the discussion. He said that the Nevada board and Region 1 reached out with emails expressing concerns about regional realignment and asked if any other jurisdictions have any deep concerns?

Greg Erny (NV) stated that everyone in the region should have received Nevada's position via email. He said Nevada is not supporting the resolution because they feel the At-Large candidates dilutes the power of the individual jurisdiction as the At-Large represents all 55 jurisdictions. Nevada was contacted by only two of the ten candidates. That's how much the At-Large candidates care about Nevada's vote. He asked how Colorado and Idaho felt about being forced to move to another region?

Joyce Young (CO) told the region that they don't want to leave but also understand that someone needs to be rearranged in order for the realignment to occur.

Idaho said they as long as they still have their vote as a jurisdiction, they don't mind what region they are in.

Chair Fritz said that this issue will be looked at every ten years or as needed for effective governance of the regions.

AGENDA ITEM 7: Laudatories – Sian Roberts

Chair Fritz said she wanted to acknowledge outgoing ExCom member Corey Solum (UT) who has coordinated the Certificates of Appreciation, including framing and mailing them on behalf of WCARB. Solum has termed off his board but we hope to continue to see him in committees and in the community in the future.

Sian Roberts read the laudatories for Brian Jacobson, Celestia Carson and Roch Manley to the membership and thanked them all for their valuable service to WCARB.

AGENDA ITEM 8 Jurisdiction Hot Topics

Chair Fritz said that State Reports were submitted in March at the Regional Summit but wanted to check in with folks to see if they have anything new to report since the last meeting.

Celestia Carson (UT) shared that Utah's governor is looking at reducing number of Utah state boards. Our board recently learned that in October it will transition from an architect board with five members to an interdisciplinary board with seven members and will be the architect/landscape architect board.

Judith Stapley (AZ) said their board had been dealing with sunset and they just found out today that their multi-disciplinary board will be continued for another six years.

Greg Erny (NV) said that Nevada's Truckee Meadow Community College will have become an accredited architecture program and will be graduating its first class of three women in the Spring. Erny also congratulated Celestia Carson for being a NCARB President's Medalist.

AGENDA ITEM 10 Strategic Plan Update with Proposed 2024-25 Action Items

Chair Fritz gave an update on the strategic plan. She said it has been a good guiding document for the Region but wouldn't say the Region has embraced the document enough to have moved with many actions in the past 5-6 years.

She said on the Strategic Plan document projected to the membership, we completed Objective 1.b.2 (Educate) which was "Determine Actions from Legislative Topics." Sian Roberts and Greg Erny met on this topic and determined that NCARB's tracking system for legislative matters is more than sufficient. Members needing access to this tool should contact Maurice Brown at NCARB.

Under Objective 2.c (Collaborate) "Develop WCARB committee roles/responsibilities to broaden members' understanding of opportunities" we updated the committee service document and posted it to the WCARB website. Also under 2.c "Gather data from NCARB and WCARB jurisdictions to better understand the similarities and differences of licensing requirements" Fritz said that NCARB keeps this data and it is available for members to review on its website. There is no need to repeat this information at the WCARB level as it will not be more useful than the information NCARB already provides.

She said that when the Strategic Plan was originally drafted the impetus for these Actions was as a "think list" of valuable information for WCARB members but in working through the Actions we found that NCARB is already doing a good job in providing these services, and to bring attention that these items are available through NCARB.

Under Objective 3.a.2 (Influence) we were able to get some Rule changes done; in March we voted on changing our fiscal year and added a travel reimbursement policy.

Chair Fritz said for the next year she was thinking how could we simplify the Strategic Plan with fewer Actions, fewer "to do's" and focusing on the things that really seem important and put a draft document before the members that the incoming Executive Committee and Executive Director will go forward with if agreed upon.

Under Objective 1 – Educate: a) to plan and present at least 1 hour program at the Regional Summit; which when we are able to do is well received by the members; and b) develop a new member orientation program – how do we welcome new members and ensure they are engaged.

Under Objective 2.b – Collaborate: Collaborate with other regions; share WCARB issues with other regions leadership and learn about the issues of other regions," have the Chair, Vice Chair and Executive Director as members of the Regional Leadership Committee gather information from other regions and submit an annual report of the issues and activities.

Under Objective 3.a.2 – Influence: Review the Bylaws and Rules and plan for updates, including changes recommended through this Strategic Plan. Continue to view everything we do through a DEI lens by the NCARB standing committee. Invite people interested in serving the committee to apply for that committee when applications are available in the Spring.

Chair Fritz said she would entertain a motion to adopt these 2024-25 Strategic Plan Actions as drafted and presented.

Motion: Cathy Gutierrez (GU) moved to approve the 2024-25 Strategic Plan Actions. Motion seconded by CathyAnn Gogue (GU).

Discussion: Jim Oschwald strongly objected to this motion. He said that the incoming Executive Committee should decide to take these Actions up or not. Many of the Executive Committee members have not seen this document before today.

Vote: All in favor, except New Mexico. Motion passes.

AGENDA ITEM 11 NCARB Visiting Team

Visiting Team: Jon Baker, NCARB President, Ken Van Tine, 1VP President Elect and Mike Armstrong, NCARB CEO and other NCARB staff stopped by the region to answer any questions.

Jim Mickey (NV) asked the visiting team about artificial intelligence (AI) and whether NCARB should be at the forefront of dictating how AI works relative to architecture, and expressed concern that AI could make the profession of architecture disappear.

Jon Baker said that it is a complicated issue and the industry is moving faster than we can keep up with. There is an aspect to it that absolutely affects the profession and that is not NCARB's purview. We as practitioners have to be paying attention and figure out how that gets integrated into work we as architects do so we don't become obsolete.

Ken Van Tine responded that they use AI as a tool in the office, but from an NCARB perspective, he wonders how it will affect the Standard of Care and Responsible Charge because that will impact us as regulators.

Mike Armstrong told the membership that NCARB uses AI tools to monitor patterns, to identify cheaters and bring them to the Professional Conduct Committee. He said NCARB may use AI as future tools to assess competency.

Celestia Carson (UT) said that she has served 8 years on the Utah board and is now termed out. With new board members (At-Large) coming on the Board of Directors, what is being done for onboarding them to an existing board structure? And how do you measure success?

Baker replied that new board members go through an extensive onboarding process, mentorship programs, and an extensive two-day orientation program in DC. Armstrong also said that onboarding is a continuous and extensive process that occurs over time. The biggest success metric is do we have a healthy, inclusive and collaborative board and do we focus on the right things?

Chair Fritz thanked the visiting team for taking the time to visit the region.

AGENDA ITEM 10 Call for Volunteers for WCARB Committees, Mike Kolejka

Mike Kolejka asked for volunteers to serve on the Education Committee. Erica Ceder (OR) and Cathy Gogue (GU) volunteered. Kolejka will Chair the committee as the Vice Chair of the Executive Committee.

Kolejka asked for volunteers to help craft a new member orientation program. Someone suggested Alison McClintik. Anyone else interested in helping devise a new member orientation program is encouraged to reach out to the Executive Committee.

Kolejka asked for volunteers to serve on the Bylaws Review Committee. Mark Glenn (NM) and Scott Sayles (AZ) volunteered.

Kolejka asked for volunteers to serve on the Resolutions and Laudatories committee. Anyone interested in serving on this committee should contact the Executive Committee.

AGENDA ITEM 12 Other Business

No other business was discussed.

AGENDA ITEM 13 Announcements, Events and Reminders

Chair Fritz announced that Ed Marley had received his AIA Fellowship and that Celestia Carson was awarded the NCARB Presidents Medal.

The next Regional Summit will be held in Philadelphia on February 27-March 1, 2025.

Chair Fritz thanked Corey Solum, he will be missed. She also thanked Melarie Gonzales for all the hard work as the WCARB Executive Director.

She wished Tian Feng good luck next year in his role as incoming Chair of the Executive Committee.

Fritz announced that there will be a social gathering in the Wilford Room in the hotel with hors d'oeuvres and a cash bar.

ADJOURN FOR THE DAY

Chair Fritz adjourned the Region 6 WCARB meeting at 5:00 p.m.

**WCARB Meeting @ NCARB ABM in Chicago, IL
Attendees June 14, 2024**

ALASKA

Catherine Fritz
Sara Neal

ARIZONA

Ed Marley
Judith Stapley
Mike Kolejka
Jack Gilmore
Scott Sayles
Keith Smith

CALIFORNIA

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

COLORADO

Deb Campbell
Joyce Young

GUAM

Cathyann Gogue
Catherine Gutierrez

HAWAII

Brian Fujiwara
John Lucas
Sheena Choy

IDAHO

Jedd Walker
Justin Touchstone

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
Elizabeth Boxall
Lori Davison
Jim Fanjoy

UTAH

Celestia Carson
Michael Fazio
Julia Oderda
Bret Bullough

WASHINGTON

Sian Roberts
Scott Harm