

**MINUTES OF THE EXECUTIVE COMMITTEE OF THE WESTERN COUNCIL OF
ARCHITECTURAL REGISTRATION BOARDS – WCARB REGION 6
Executive Committee Fall Planning Meeting, Seattle, WA
9:00 a.m. Pacific Time**

Saturday, November 9, 2024

Roll Call:

Tian Feng, Chair, CA
Mike Kolejka, Vice Chair, AZ
Jim Oschwald, Secretary/Treasurer, NM
Sian Roberts, Member, WA
Celestia Carson, Member, UT
Scott Harm, Regional Director, WA
Gina Spaulding, Region 6 Executive Director, NV

Approval of the Agenda:

Motion: Mike Kolejka (AZ) moved to approve the agenda. Motion seconded by Celestia Carson (UT). **Vote:** All in favor. Motion passes.

Approval of the Minutes from NCARB 2024 Regional Meeting in Chicago, IL:

Motion: Sian Roberts (WA) moved to approve the minutes from the June 2024 WCARB regional meeting at the NCARB ABM in Chicago, IL. Motion seconded by Jim Oschwald (NM). **Vote:** All in favor. Motion passes.

Chair's Report:

Tian Feng briefed the Executive Committee about the Regional Leadership Committee (RLC) meeting that he and Spaulding had attended in Philadelphia on August 19-20, 2024. The RLC is comprised of all six regional chairs and vice chairs and executives and the NCARB 1VP and NCARB staff. The RLC develops the plenary sessions and overall agenda for the Regional Summits and collaborates on ideas for workshops and meeting content for the NCARB annual business meetings.

The focus of this year's RLC meeting was brainstorming ideas and developing the agenda for the 2025 Regional Summit in Philadelphia, PA on February 28 – March 1, 2025 which will be hosted by Region 2. The upcoming Regional Summit will remain focused on Regional issues and dialog with limited National agenda items. Topics of discussion for the 2025 Regional Summit consisted of including more regional meeting time for each region to meet and discuss topics of interest and having the opportunity to have rotating workshops in the regional meetings on three optional topics:

Pathways to Practice, this multi-year effort focuses on expanding access to licensure to professionals from all backgrounds by creating a more flexible, accessible and inclusive licensure model, including expanded options for individuals who don't hold a degree from an accredited program;

AI Regulation & Ethics, this workshop will explore how boards can begin to facilitate conversations on how to appropriately regulate the utilize the role of artificial intelligence (AI), and

NCARB MRA Update, will discuss continued efforts to develop mutual recognition agreements (MRA) with international countries, adding new pathways for those seeking to get licensed in both the US and abroad.

2025 Regional Summit Planning:

The Executive Committee reviewed the 2025 draft agenda and discussed the need for additional time for conversation on the proposed Resolutions. Roberts asked for more time to discuss with the boards pertinent issues affecting each jurisdiction and how we can help each other as regulators. Oswald suggested we set time aside to discuss hot topics or important issues from each state. Set up the discussion for small, diverse groups and allow for report out time to share best practices.

Carson said that she would like to understand the differences in board composition in Region 6's large diverse region. Feng told her that the State Reports that the board's send in prior to the Regional Summit and NCARB Business Meeting discusses board composition. Spaulding will review the State Report form and see if it can be improved for clarity.

The Executive Committee reviewed the standing committees and Chair Feng asked Roberts to chair the Laudatories & Resolutions committee. Oswald was asked to chair the Election committee and Kolejka was asked to chair the Education committee for 2025.

Educational programming at the Regional Summit:

The Executive Committee discussed the three planned rotating workshops that will be offered at the Regional Summit and selected two to visit Region 6: Pathways to Practice and the NCARB MRA update as the region had recently heard about artificial intelligence at the NCARB Annual Business Meeting.

2025 Regional Dinner in Philadelphia, PA:

Spaulding told the Executive Committee that the Regional Execs had visited many restaurants in Philadelphia looking for regional dinner spots for all the regional dinners. Harper's Garden was selected as the location for the 2025 Region 6 regional dinner and Region 3 will also have their regional dinner there since it is located on one floor and is large enough to accommodate our large region. The restaurant is a short five minute walk from the meeting hotel, The Logan. The chef is currently working on a new menu and pricing. The updated menu was available to view but the pricing had not been finalized in time for the Executive Committee meeting.

There is no charge for members to attend as it is a benefit of membership. Members do have to pay for their guests and since NCARB no longer collects regional dinner fees, the guest fees will have to be sent directly to Spaulding.

Financial Statements for 2024 Reviewed and Approved

The Executive Committee had an extensive discussion and proposed amendments to the draft budget for 2025-26. Spaulding was asked to identify fixed and variable expenses on the budget. They then discussed moving the savings to a money market account so that the Region can make some interest on it.

Motion: Mike Kolejka (AZ) moved to move the money out of the Wells Fargo account into a money market account. Motion seconded Tian Feng (CA). **Vote:** All in favor. Motion passes.

The Executive Committee reviewed and approved the financial statements for 2024.

Motion: Jim Oschwald (NM) moved to approve current (7/1/24-10/31/2024) and previous year (7/1/23-6/30/24) Statement of Activity and Statement of Financial Position as of October 31, 2024. Motion seconded by Celestia Carson (UT). **Vote:** All in favor. Motion passes.

Review Strategic Plan Task Force Work for 2025

Chair Feng said one of the Strategic Plan tasks he wanted to tackle this year was to review the Region 6 bylaws and rules to update some outdated terminology and information relative to the Regional Summit and NCARB Annual Business Meeting. To expedite this task, the Executive Committee will review the proposed bylaw and rules changes so the membership can vote on it at the 2025 Regional Meeting. Bylaw amendments require a 60 day notice to the membership.

The Executive Committee reviewed Feng's proposed amendments to the bylaws and rules which were to update all references in the bylaws and rules of "Annual Meeting" to "Regional Summit" and for references that say "NCARB Annual Meeting" change to "NCARB Annual Business Meeting."

Article VII (f)(1) was amended to remove the last sentence which states: "When practical, this meeting shall be held at the site of the upcoming Annual Meeting." This sentence was useful when the region met within the region, but now that the Regional Summits are held all over the country, it doesn't make financial or practical sense to keep it.

Oschwald discussed having the Regional Director attend the Fall meetings and said that this new practice has only been in effect for the past five years, but historically the Regional Director did not attend the Fall meetings. He expressed concern that this will eventually put pressure on the region's budget, possibly even to the extent of needing an eventual dues increase. He suggested that Article VII (f)(1) be amended to add a new section that says the Regional Director and the Executive Director will attend the Fall meetings. The Executive Committee felt that the existing language in Article VII (f)(1) was sufficient and allowed them greater flexibility on whether the Regional Director attended the Fall meetings or not.

Kolejka suggested that the Executive Committee highlight on the agenda what items correlate with the Strategic Plan guiding principles of Educate, Collaborate and Influence. Feng asked Kolejka to work on the graphics – and possibly make a separate graphic on this for the strategic planning section on the agenda. Carson was asked to work with Spaulding to identify the guiding principles on the agenda.

Executive Committee Changes for 2025:

Each year, the region elects a new regional director, a position currently held by Scott Harm. Harm indicated that he will have served his two allowed terms will not be running for another term as Regional Director.

There will be two open positions on the Executive Committee currently held by Tian Feng and Jim Oswald. Feng has served his two allowed terms on the Executive Committee currently allowed by the WCARB bylaws and will term off the Executive Committee. Oswald has termed off his New Mexico board and will complete his term on the Executive Committee on June 30, 2025.

After the New Year, Spaulding will sent out a "Call for Elections" email asking for Region 6 members to apply to serve on the Executive Committee and as the Regional Director for 2025-2026.

New Business/Old Business

Spaulding asked for input regarding what to do about the Certificates of Appreciation (laudatories). Former member Corey Solum had designed the Certificate of Appreciation using InDesign software which the region currently does not have a subscription to. Executive Committee members directed Spaulding to recreate it in Photoshop, which is a subscription the region does have. Oswald told Spaulding he would be happy to help her if needed.

Spaulding will print the Certificates of Appreciation out for the members receiving them so they can be handed directly to the member during the Regional Summit.

The Executive Committee discussed designing a coin to be given out along with the Certificate of Appreciation. Kolejka said he would look into designing a coin that Region 6 could use.

The meeting was adjourned at 2:35 p.m. by Chair Feng.