



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

**BOARD FOR ARCHITECTS
MEETING MINUTES
REGULAR BOARD MEETING**

DATE: April 21, 2016

TIME: 10:00 AM

LOCATION: Red Lion Hotel
Olympic Room
2300 Evergreen Park Dr. SW
Olympia, WA 98502

**BOARD MEMBERS
PRESENT:**

Roch Manley, Chair
Scott Harm, Vice Chair
Linda Szymarek, Public Member/Secretary
Colin Jones, Member
Rick Benner, Member
Neitha Wilkey, Member
Sian Roberts, Member

STAFF PRESENT:

Rick Storvick, Executive Director
Jenni Lingle, Administrative Assistant
Autumn Dryden, Administrative Assistant

**OTHERS
PRESENT:**

Board staff: Lorin Doyle, Michael Villnave, Shanan Gillespie,
Vonna Rakestraw, Julia Gambrel

**BOARD MEMBERS
ABSENT:**

None

1. Call to Order 10:00 AM

1.1. Introductions

Board members and staff introduced themselves.

1.2. Order of agenda

The order of the agenda was amended to add item 3.4.1 Resolution 2016-K.

Ms. Wilkey made a MOTION to accept the minutes as presented. Mr. Jones seconded the MOTION and it passed.

1.3. Approval of minutes: February 11, 2016

Mr. Harm made a MOTION to accept the minutes as presented. Ms. Wilkey seconded the MOTION and it passed.

1.4. Review Communications

There were no communications for review.

2. Public Comment Opportunity

There was no public comment.

3. New Business

3.1. Officer Elections

Mr. Manley presented a slate of proposed officers:

- Chair - Scott Harm
- Vice Chair - Colin Jones
- Secretary - Sian Roberts

Ms. Wilkey made a MOTION to accept the slate of officers as proposed. Mr. Benner seconded the MOTION and it passed.

3.2. Campus visit reports

Ms. Roberts, Ms. Wilkey, Mr. Harm, and Mr. Storvick reported on their visits to Washington State University (WSU) and University of Washington (UW) campuses.

3.3. National Council of Architectural Registration Boards (NCARB) Regional Summit report

Ms. Roberts, Mr. Harm, Ms. Szymarek, Ms. Wilkey, Mr. Manley, and Mr. Storvick reported on the NCARB Regional Summit held in Savannah, GA. Mr. Harm was elected to Western Council of Architectural Registration Boards (WCARB) Executive Committee. The board discussed changes to the intern development program and its transition to the Architectural Experience Program (AXP) as well as possible associated Supervisor Training.

Action Item: Mr. Storvick will contact NCARB to find out if board members can participate in creation of AXP Supervisor Bootcamp.

3.4. NCARB Annual Meeting

Ms. Wilkey shared ideas to identify board members and ideas for a welcome table at the upcoming NCARB annual meeting on June 15-18, 2016.

3.4.1. Resolutions

Board reviewed and discussed resolutions.

3.4.2. Elections

Board reviewed and discussed upcoming NCARB elections.

3.4.3. Voting Delegate

The board proposed incoming chair Mr. Harm be voting delegate.

Ms. Szymarek made a MOTION to accept the proposal. Mr. Jones seconded the MOTION and it passed.

The board proposed incoming vice-chair Mr. Jones be the alternate voting delegate.

Mr. Harm made a MOTION to accept the proposal and Ms. Roberts seconded the MOTION and it passed.

Action Item: Ms. Wilkey will research ability to get apples for free to distribute and will make ribbons for name tags.

4. Old Business

4.1. Revised Professional Development Hours (PDH) audit process

Ms. Gambrel updated board on the audit process.

4.2. Review master action items list

Ms. Lingle reviewed master action item list with board.

5. Complaint Cases for Review*

5.1. Case Manager Recommendations

No cases to review.

6. Legal Issues for Deliberation*

6.1. Orders to be presented

No legal issues for deliberation.

7. Disciplinary & Investigation Items

7.1. Closed session deliberation report (only necessary if closed session is held)

No closed session deliberation report.

7.2. Current cases disciplinary report

The board requested specific information be added to the report.

8. Assistant Attorney General's Report

No attorney general report.

9. Committee/Task Force Reports

9.1. 2016 NCARB Annual Meeting

Ms. Szymarek shared details and ideas of activities to do while attending the 2016 NCARB annual meeting.

9.2. Guidelines for Building Officials

Mr. Manley and Mr. Storvick reported on meeting with the Washington Association of Building Officials (WABO). Mr. Harm and Mr. Jones are working with the multi-board WABO committee for a presentation in Spokane on October 14th.

Action Item: Mr. Storvick will resend email regarding suggestions of activities around Washington for the NCARB annual meeting.

10. Board Executive's Report

10.1. Program Operations

Mr. Storvick discussed the licensee demographics and trends report. Mr. Storvick also shared the new licensee via examination and via reciprocity report.

10.2. Department of Licensing

Mr. Storvick reported the staff move at the Department of Licensing.

10.3. Other Items

Mr. Storvick gave a staffing update and provided information about a future on-line licensing system.

Action Item: Staff will develop a report for past demographic trends.

11. Other Business

11.1. Action items from this meeting

Action items were reviewed and will be added to the master action items list.

11.2. Agenda items for next meeting

- Architectural Experience Program (AXP) supervisor boot camp.
- Washington law/National Council of Architectural Registration Boards (NCARB) model law review.
- Update on Revised Professional Development Hours (PDH) audit process.
- Report on WABO subcommittee.

11.3. Any other business

A reminder was made regarding the next board meeting on August 25th. The board thanked Mr. Manley for serving as Chair.

12. Adjournment: 2:00 PM

Submitted by:

Rick Storvick
Executive Director

Date

Approved by:

Roch Manley
Chair

Date