

FULL BOARD MEETING MINUTES
of the
Board of Architects & Landscape Architects
Conference Call
301 S Park Ave; 4th Floor Conference Room
10:08 a.m. – 11:42 a.m.
October 16, 2018

1. Call To Order - Establish Quorum - Introduction of Board & Staff Members Present (00:00)

Board Members Present:

Mr. Bayliss Ward – Board Chair
Shelly Engler
Dale Nelson
Maire O’Neill-Conrad
Nathan Steiner
Steven Small

Staff Present:

Ms. Grace Berger – Executive Officer
Ms. Michele Peterson-Cook – Board Counsel
Mr. Scott Magill – Administrative Specialist
Mr. Tim Lloyd – Building Codes/Weights and Measures Bureau

Public Present:

Jeff Richardson

2. Approval and Tentative Modification of Agenda Order (00:01:22)

MOTION: (00:01:32) Ms. Maire O’Neill-Conrad moved to approve the agenda. Ms. Shelly Engler seconded. The motion carried.

3. Review Minutes (00:01:53)

a. April 10, 2018

4. Public Opportunity to Comment (00:02:19)

(Presiding Officer Statement) “Under this item, the Board will offer an opportunity to members of the public in attendance to comment on any public matter under the jurisdiction of the Board that is not on the agenda of this meeting. While the Board cannot take action on any issues presented, the board will listen to comments and may ask staff to place the issue on a subsequent agenda. The presiding officer may limit the comment period in order to proceed with the board meeting.”

5. Board Action (00:02:50)

a. Continuing Education Audits (00:02:56)

- i. 2017 CE Audit Results
- ii. 2018 Audit Percent

MOTION: (00:13:57) Ms. Maire O’Neill-Conrad moved to do a 5% audit for the upcoming audit period. Mr. Dale Nelson seconded. The motion carried.

b. Correspondence (00:15:07)

- i. Jeff Richardson – Guidance on meeting LAR experience (00:15:11)
- ii. CA Landscape Architects Technical Committee – CLARB Participation (00:26:51)
- iii. FTC Options to Enhance Occupational License Portability (00:48:28)

c. Legislation (00:43:31)

- i. Update

d. Scheduling of Next Meeting (00:53:21)

Tentative Dates

January 2, 2019 – Conference Call

April 2, 2019 – MSU

July 2, 2019 – Helena

October 1, 2019 - Helena

e. Election of Officers (00:54:23)

(00:57:27) Mr. Dale Nelson nominated to serve as Board Chair by Mr. Bayliss Ward.

(00:58:33) Ms. Shelly Engler nominated herself to serve as Board Secretary.

(00:58:43) Ms. Maire O’Neill-Conrad nominates herself as Board Vice-chair.

MOTION: (00:59:49) Mr. Bayliss Ward moved to make nominations and appointments official. Ms. Maire O’Neill-Conrad seconded. The motion carried.

6. Division/Department

- a. **Tim Lloyd – Bureau Chief Building Codes (00:29:05)**

7. Board or National Committee Reports (01:02:46)

a. CLARB (01:02:52)

Supported Federal Legislation

Public Protection Joint Statement

b. NCARB (01:03:17)

- i. Fast Facts (Informational Only)

- March
- April
- May
- July

- ii. NCARB Update

- April
- May
- June/July
- August
- September

iii. Resolution Memo/Packet

iv. ARE 4.0 Retirement Memo

v. FY 2019 Board of Directors

8. Executive Officer Report (01:17:45)

a. Financial Report (01:18:00)

- i. FY18

- ii. FY19

b. Board Statistics (01:27:59)

9. Legal Report (01:29:37)
 - a. Screening Panel (01:29:45)
 - b. Adjudication Panel (01:29:49)
 - c. Legal Unit (01:30:00)

10. Adjourn (01:33:40)

MOTION: (01:33:40) Mr. Bayliss Ward moved to adjourn the meeting. Ms. Maire O'Neill-Conrad seconded. The motion carried.