

FULL BOARD MEETING MINUTES
of the
Board of Architects & Landscape Architects
Conference Call
301 S Park Ave; 4th Floor
10:03 a.m. – 12:10 p.m.
January 2, 2019

1. Call To Order - Establish Quorum - Introduction of Board & Staff Members Present (00:00:03)

Mr. Nelson called the meeting to order at 10:03 a.m.

Board Members Present:

Mr. Dale Nelson, President, Architect
Ms. Maire O'Neill Conrad, Vice-President, Architect
Ms. Shelly Engler, Secretary, Landscape Architect
Mr. Bayliss Ward, Architect
Mr. Nathan Steiner, Landscape Architect

Board Member Absent:

Mr. Steve Small, Public Member

Staff Present:

Ms. Grace Berger, Executive Officer
Ms. Michele Peterson-Cook, Board Counsel
Ms. Barb McAlmond, Administrative Specialist
Mr. Todd Younkin, Division Administrator
Ms. Collen White, Department Counsel
Mr. Tim Lloyd, Building Codes

2. Approval and Tentative Modification of Agenda Order (00:01:03)

Motion: (00:01:39) Ms. O'Neill Conrad moved to approve the agenda with modifications as noted. Mr. Ward seconded the motion. The motion carried. .

3. Review Minutes (00:02:11)

No changes or corrections were noted.

4. Public Opportunity to Comment (00:02:37)

(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."

No public comment was noted.

5. Board Action (00:03:20)

a. Committee and Panel Appointments (annually) (01:03:44)

(01:04:28) Mr. Nelson reappointed the same members to screening panel and adjudication panel.

Screening Panel:

Mr. Dale Nelson
Ms. Shelly Engler
Mr. Bayliss Ward
Mr. Steven Small

Adjudication Panel:
Ms. Maire O'Neill Conrad
Mr. Nathan Steiner

b. Continuing Education Audits Update (01:05:52) FYI-No board action required.

c. Legislation (00:34:01)-Discussion-No board action taken.

i. Substantial Equivalence- Colleen White – 10:30

-Motion: (01:02:55) Ms. O'Neil Conrad moved to appoint Ms. Engler, Mr. Nelson and Mr. Ward as the board's representative for the upcoming legislation. Ms. Steiner seconded the motion. The motion carried.

d. Rulemaking (01:07:33)

i. 24-114-37 Draft (01:07:45)

Motion: (01:13:31) Ms. O'Neill Conrad moved to approve 24-114-37 as proposed and notice for public comment. Ms. Engler seconded the motion. The motion carried.

-Small Business Impact (01:14:05)

24.114.501 ARCHITECT EXAMINATION (01:21:20)

Motion: (01:21:48) Ms. O'Neill Conrad moved to move forward with the amendments to 24.114.501 and that the proposed amendments will not significantly and directly impact small business in Montana. Mr. Ward seconded the motion. The motion carried.

24.114.502-ARCHITECT LICENSURE BY EXAMINATION 22:47

Motion: (01:22:56) Ms. Engler moved to move forward with the amendments to 24.114.502 and that the proposed amendments will not significantly and directly impact small business in Montana. Ms. O'Neill Conrad seconded the motion. The motion carried.

24.114.1402 EDUCATION AND EXPERIENCE REQUIRED FOR LANDSCAPE ARCHITECT LICENSURE (01:23:09)

Motion: (01:23:16) Ms. Engler moved to move forward with the amendments to 24.114.1402 and that the proposed amendments will not significantly and directly impact small business in Montana. Mr. Steiner seconded the motion. The motion carried.

24.114.2105 ARCHITECT CONTINUING EDUCATION REQUIREMENTS (01:23:35)

Motion: (01:23:44) Mr. Ward moved to move forward with the amendments to 24.114.2105 and that the proposed amendments will not significantly and directly impact small businesses in Montana. Ms. O'Neill Conrad seconded the motion. The motion carried.

24.114.2301 UNPROFESSIONAL CONDUCT (01:24:25)

Motion: (01:24:36) Ms. O'Neill Conrad moved to move forward with the amendments to 24.114.2301 and that the proposed amendments will not significantly and directly impact the small businesses in Montana. Mr. Steiner seconded the motion. The motion carried.

e. Scheduling of Next Meeting (10:25:03)

April 2, 2019 – MSU, Bozeman

July 2, 2019 – Helena

October 1, 2019 – Helena

f. Approval of Travel (01:27:23)

i. NCARB Regional Summit – March 7-9, 2019 - Nashville TN

Motion: (01:33:49) Ms. Engler moved to send Ms. Berger, Mr. Nelson, Mr. Steiner and Mr. Small to the NCARB Regional Summit.

ii. NCARB Annual Meeting – June 20-22, 2019 – Washington DC

Motion: (01:33:49) Ms. Engler moved to send Ms. Berger and Mr. Small to the NCARB annual meeting. Ms. O'Neill Conrad seconded the motion. The motion carried.

6. Board or National Committee Reports (01:34:22)

- a. **Building & Commercial Measurements Bureau Statistics-Tim Lloyd (00:03:22) FYI**-No board action required.

Staff was instructed to place this on the next scheduled board meeting agenda.

- b. **CLARB (01:34:38)** No report at this time.

- c. **NCARB (01:35:02) FYI**-No board action required.

- i. Fast Facts
- ii. Update
- iii. BOD Brief
- iv. NCARB 2019 Officer Election
Secretary Candidacy
- v. CE Guidelines – Exposure Draft for Comment

7. Division Update – Todd Younkin (00:30:14) FYI-No board action required.

8. Executive Officer Report (01:41:04) FYI-No board action required.

- a. **FY19 Fiscal Report (01:41:16)**
- b. **Board Statistics (01:44:36)**
- c. **Board Member Training (01:45:41)**

9. Legal Report (01:51:17:) FYI-No board action required.

- a. **Screening Panel (01:51:23) – Bayliss Ward**
- b. **Adjudication Panel (00:00) – Maire O'Neill Conrad**
- c. **Legal Unit (01:51:47) – Michele Peterson-Cook**

10. Adjourn (02:06:58) Ms. Engler moved to adjourn the meeting at 12:10 p.m. Ms. O'Neill Conrad seconded the motion. The motion carried.

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