

**FULL BOARD MEETING MINUTES**  
of the  
**Board of Architects & Landscape Architects**  
**Cheever Hall; JLF Conference Room**  
**MSU – Bozeman**  
**10:06 a.m. – 2:38 p.m.**  
**April 2, 2019**

**1. Call To Order - Establish Quorum - Introduction of Board & Staff Members Present (00:00:02)**

Mr. Nelson, Board President, called the meeting to order at 10:06 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  
Mr. Steve Small, Public Member (via teleconference)

**Staff Present:**

Ms. Grace Berger, Executive Officer  
Ms. Michele Peterson-Cook, Board Counsel  
Ms. Jodi Koehnke, Administrative Specialist  
Mr. Todd Younkin, Division Administrator (via teleconference)

**Guests Present:**

Mr. Mike Armstrong, NCARB, Chief Executive Officer  
Mr. Josh Batkin, NCARB, Vice President, Council Relations

**2. Approval and Tentative Modification of Agenda Order (00:00:57)**

**Motion (00:02:20):** Ms. Engler moved to accept the agenda as presented. Ms. Conrad seconded. The motion carried.

**3. Review Minutes (00:02:36)**

**4. Public Opportunity to Comment (00:03:09)**

The presiding officer read the statement of public participation.

(00:03:41): Ms. Engler reported to the Board that April is National Landscape Architecture month. She also gave an update on the progress of the accreditation of the MSU Landscape Architectural program.

**5. Division Update – Todd Younkin – 10:30 a.m. (00:28:06)**

**6. Board Action**

**a. Non-routine Applications (00:05:42)**

**b. Continuing Education Audits (00:05:47)**

**c. Legislation (00:08:52)**

- i. HB 105 -Substantial Equivalence

**d. Rulemaking (00:11:21)**

- i. 24-114-37 Update

**e. Scheduling of Next Meeting (00:13:22)**

- i. July 2, 2019 – Helena
- ii. October 1, 2019 – Helena

**7. Board or National Committee Reports (00:16:24)**

**a. Building & Commercial Measurements Bureau Meeting - (00:16:37) (00:29:55)**

**Motion (00:43:10):** Ms. Conrad moved to appoint Mr. Dale Nelson and Mr. Bayliss Ward as the liaisons between the Board and the Building Codes Advisory Council. Ms. Engler seconded. The motion carried.

**b. NCARB – (00:43:42)**

- i. Mike Armstrong; Josh Batkin (00:43:49)
- ii. Regional Summit

The Board recessed for lunch and a presentation to the Architect students.

- iii. Candidate Bios (01:44:15)
- iv. Annual Business Meeting Voting Delegate (01:44:24)

**Motion (01:45:15):** Ms. Engler moved to appoint Mr. Dale Nelson as the Board's voting delegate at the NCARB annual meeting. Ms. Conrad seconded. The motion carried.

- v. NCARB Update (01:45:37)
- vi. NCARB Fast Facts

**c. CLARB (01:45:57)**

**8. Executive Officer Report (01:46:41)**

- i. FY2019 Financial Report
- ii. FY2019 YTD Statistics

**9. Legal Report (01:49:59)**

- i. Legal Unit – Michele Peterson-Cook

**10. Adjourn (01:52:26)**

**Motion (01:52:26):** Ms. Conrad moved to adjourn the meeting. Mr. Steiner seconded. The motion carried.