OKLAHOMA BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS
220 N. E. 28th, Board Room
Oklahoma City, OK 73105
November 7, 2018
9:30 a.m.

**Agenda**

**Call meeting to order - declare quorum present.**

"The Board of Architects, Landscape Architects and Registered Interior Designers are meeting pursuant to notice filed with the Secretary of State. The agenda was posted outside the Board Offices and on the Board's website twenty four hours prior to the meeting setting forth thereon the date, time, place and business for the meeting. *Pursuant to the applicable statutes, rules and code, the Board is reminded to refrain from utilizing their personal tablet, portable computers or phone for any purpose other than reviewing offered materials or agenda matters. It is requested that during enforcement hearings you do not look at or utilize the Internet for any information pertaining to the hearing."*

Welcome Guests

1. PUBLIC COMMENTS ON CURRENT AGENDA ONLY. Time limit to five (5) minutes per individual with sign-in required five (5) minutes prior to meeting beginning.

2. FORMAL HEARINGS, PENDING FINAL ACTIONS AND/OR ENFORCEMENT ISSUES
   A. Enforcement report
   B. Progress report: October 17, 2018 formal hearing decisions sent to AG for approval:
      - Case #2018-547, in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers vs. Fergon Architects, LLC.
      - Case # 2017-520, in the matter of the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers vs. Michael D. Smith.

3. ADMINISTRATIVE
   A. Board action as necessary to approve minutes from the October 17, 2018 meeting.
   B. Board action as necessary to establish the meeting dates for 2019:
      February 6th, April 3rd, June 5th, September 4th, November 6th
   C. Board discussion and action as necessary Legislative report from Tammie Kilpatrick and Ryan Kilpatrick.
      1. Official AG Opinion 2018-13 addressing questions regarding fee waivers for "low-income" individuals.
   D. Report from Executive Director.
   E. Report from Licensing Manager.
      1. Licenses issued.
      2. Certificates of Authority issued.
      3. Candidates eligible to test.
      4. Inaugural licensing ceremony; 2pm on January 19, 2019 Oklahoma Historical Society.

F. Board discussion and action as necessary regarding presentation by NCARB's visiting team. Among the topics to be discussed: NCARB's role, reasonable regulation, AXP, IPAL and MRA. Personal appearance by Michael Armstrong, CEO; Josh Batkin, Director of Council Relations: Harry Falconer, Director of Education and Experience.

G. Board discussions and possible actions on the following committee reports:

1. University/Scholarship Committee; Beth Windel, Chair
2. Act/Rules Committee; Randy Weatherly, Chair
   (a) Board discussion and action as necessary regarding the use of digital seals and signatures; BIM model vs paper or PDF; including best practices and security as it relates to seals.

H. Board action as necessary regarding salary of Licensing Manager, with executive session if necessary. Authority: 25 O.S., Section 307 (B) (1).

1. Vote on whether to convene into executive session.
2. Vote to return to open session.
3. Vote on matters discussed in executive session

4. CLARB/NCARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

A. Report from NCARB/AIA activities

B. Report from CLARB/ASLA activities

1. CLARB Annual Meeting Toronto

C. Report from CIDQ/OIDC/ASID activities

1. CIDQ Annual Conference, November 9 & 10, 2018 in Nashville

NEW BUSINESS

Adjourn

It is noted the Board and guests will break the meeting for lunch in the conference room and may or may not resume the meeting when finished.

OKLAHOMA BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS,
LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS
220 N. E. 28th
Board Room
Oklahoma City, OK 73105
November 7th, 2018
9:30 a.m.

**Minutes**

The Board of Governors of the Licensed Architects and Landscape Architects and Registered Interior Designers of Oklahoma met on Wednesday, November 7, 2018 with the following members and guests present:

AGENDA ITEM # 3D

FEB 0 6 2019

STATE BOARD OF ARCHITECTS

M. Bradley Gaskins, Architect, Chairman
Nathan Baker, Architect, Secretary Treasurer
David Blackburn, Public Member
James Hasenbeck, Architect, Vice Chair
David Hornbeek, Architect
Scott Howard, Landscape Architect
Randy Weatherly, Landscape Architect
Elizabeth Windel, Architect
Brad Klepper, Board Counsel
Leslie Hanska, Executive Director
Ellen White, Licensing Manager
Janie Hollars, Communications & Information Manager
Ryan Kilpatrick, Consultant
Harry M. Falconer Jr., NCARB Guest
Michael Armstrong, NCARB Guest
Josh Batkin, NCARB Guest
Mark Gandy, AIA Guest

Gary Armbruster, Jim Bruza and J. Mark Taylor were absent.

1. There were no public comments.

ADMINISTRATIVE/INTERNAL BOARD ISSUES

3. A. Mr. Hornbeek motioned to approve the minutes from the October 17, 2018 Board meeting. Motion seconded by Mr. Weatherly. Voting aye: Messrs. Hasenbeck, Howard, Hornbeek, Baker, Blackburn, Gaskins, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. B. Mr. Hornbeek motioned to approve the following 2019 Board meeting dates: February 6th, April 3rd, June 5th, September 4th, and November 6th. Motion seconded by Mr. Hasenbeck. Voting aye: Messrs. Hasenbeck, Howard, Hornbeek, Baker, Blackburn, Gaskins, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. C. Legislative report was given to the Board by Ryan Kilpatrick.

3. D. Report given by Executive Director Leslie Hanska

3. E. Ms. White presented a report of all licenses/registrations and firms that have been issued between 10/17/2018 to present, along with a list of active candidates. See attachment A.

3. E-4. Ms. White reported the Board will be hosting an inaugural licensing ceremony to be held on January 19, 2019 at 2:00 p.m. at the Oklahoma Historical Society.

3. F. Presentation by NCARB's visiting team. Among the topics discussed: NCARB's role, reasonable regulation, AXP, IPAL and MRA. Personal appearance by Michael Armstrong, CEO; Josh Batkin, Director of Council Relations: Harry Falconer, Director of Education and Experience. Mr. Weatherly motioned for our 5600 AXP hours to be reviewed by the Act and Rules committee and report back to the Board with a recommendation. Motioned seconded by Mr. Hornbeek. Voting aye: Messrs. Hasenbeck, Howard, Hornbeek, Baker, Blackburn, Gaskins, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved.

3. G-1. University/Scholarship Committee – Ms. Windel reported almost all of the scholarship visits have been scheduled. January 23rd we will visit all three design professions at the University of Oklahoma, January 17th Oklahoma State University architecture students and January 14th Oklahoma State University landscape architecture students. The interior design schools have yet to be scheduled.

3. G-2. Act and Rules Committee – Mr. Weatherly reported the committee is going to use the upcoming year to figure out what we want to change and report back to the Board.

3. G-2(a) Mr. Weatherly requested for Board members to email him with their process for protecting their electronic and digital seals so that we stay relevant in our Act and Rules.

3. H. Mr. Baker motioned to go into executive session. Motion seconded by Mr. Howard. Voting aye: Messrs. Hasenbeck, Hornbeek, Howard, Baker, Blackburn, Gaskins, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved. Mr. Hasenbeck motioned to come out of executive session. Motion seconded by Mr. Weatherly. Voting aye: Messrs. Hasenbeck,

Hornbeek, Howard, Baker, Blackburn, Gaskins, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved. Mr. Hornbeek motioned to approve the Licensing Manager's salary to $60,750.00. Motion seconded by Mr. Blackburn. Voting aye: Messrs. Hasenbeck, Hornbeek, Howard, Baker, Blackburn, Gaskins, Weatherly and Ms. Windel. Voting nay: None. Motion unanimously approved.

NCARB/CLARB/CIDQ/ORGANIZATIONS, ISSUES AND REPORTS

4. A. AIA presented Ms. Windel with the Young Professional Achievement Award. AIA will be having their conference in Enid on November 8th, 2018 and next year the conference will be in Norman.

4. B. Ms. White is now on the Committee on Nominations for CLARB and will remain on the committee until September 2020.

4. C. CIDQ's upcoming annual meeting is November 9th and 10th.

THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA

M. Bradley Gaskins, Chair

Nathan Baker, Secretary-Treasurer