STATE OF WASHINGTON
DEPARTMENT OF LICENSING
Board for Architects
Regular Board Meeting
Meeting Minutes

DATE:	January 29, 2026
TIME:	10:00 A.M.
LOCATION:	Video Conference via Microsoft Teams

BOARD MEMBERS:	**Erica Loynd**, Chair (Excused Absence) **Katherine Russell**, Vice Chair **Peter Brachvogel**, Secretary **Sian Roberts**, Board Member **Paul Wu**, Board Member **Scott Harm**, Board Member
STAFF MEMBERS:	**Sandy Baur**, Board Staff Lead **Alyssa Woods,** Board Staff **Elizabeth Lagerberg**, Assistant Attorney General

1. **Call to Order**
   Board Vice Chair Katherine Russell called the meeting to order at **10:06 a.m.**

2. **Roll Call**
   Board Staff Alyssa Woods conducted roll call. All Board Members were present, except Board Member Erica Loynd, who was excused. Board Members Brachvogel and Wu joined the meeting after roll call was completed.

   A quorum was not achieved before the completion of the roll call, Vice Chair Russell informed attendees that agenda items 3 and 4 would be skipped and returned to if a quorum was achieved.

5. Old Business

5.1. Online Professional Services Discussion

At the last meeting, the Board expressed concern over recent complaint cases that involved unlicensed agents advertising online architecture activities. There was a detailed discussion and AAG Elizabeth Lagerberg commented that staff could send out a notice to municipalities and warn them about the complaints we are seeing.

Chair Loynd requested that we keep this discussion on the agenda for the January Board meeting so that Board Member Sian Roberts could be involved.

A discussion was held regarding one known instance of this type of case in Washington, and that more are known to be occurring throughout the nation.

Board Member Roberts requested that an action item be created to send out a notice to local jurisdictions to make them aware of this type of issue occurring. Sandy Baur recommended that a Task Force be formed to explore this issue and create recommendations for the Board. Board Members Harm, Roberts, Brachvogel and AAG Lagerberg volunteered to join this Task Force.

3. Approval of Agenda

Board Member Harm made a **MOTION** to approve the order of the agenda as presented with an amendment to move agenda item 7 to be covered directly after agenda item 4. Board Member Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

4. Approval of Minutes

4.1. Regular Meeting Minutes from October 23, 2025.

Board Member Roberts made a **MOTION** to approve the minutes as presented with an amendment to the Minutes correcting that it was Chair Loynd who adjourned the meeting, not Board Member Roberts. Board Member Wu **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

7. Complaint Cases for Review

Case managers who present their recommendations to the Board shall recuse themselves from voting on the case outcome.

7.1. 2025-08-3442-00ARC

This case was removed from the current agenda and added to the April 30, 2026 agenda for further action.

7.2. 2025-09-3752-00ARC

Vice Chair Russell read the Case Manager Report to the Board as the case manager.

Board Members Roberts made a **MOTION** to approve the recommendation to close the case with no further action. Board Member Harm **SECONDED** the motion, and it was **APPROVED** by a vote of 3-0-1 with Vice Chair Russell abstaining as the case manager.

7.3. 2025-09-3771-00ARC

Board Member Wu read the Case Manager Report to the Board as the case manager.

Board Member Harm made a **MOTION** to approve the recommendation to close the case with no further action. Board Member Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 3-0-1 with Board Member Wu abstaining as the case manager.

6. New Business

6.1. National Council of Architectural Registration Boards (NCARB) Regional Summit Travel Update

Board staff updated the Board on travel for the 2026 Regional Summit scheduled for March 20th through March 21st in Oklahoma City, Oklahoma. Washington state is still in a spending and travel freeze, and while funding is provided through NCARB, the Board was asked to be conservative with the number of Board Members selected to attend. Board Members Russell and Wu volunteered, and Board Staff will assist with Registration to attend, as the deadline is January 31st.

8. Reports

8.1. Committee/Task Force Reports

a. Model Law Committee

Sian gave an update on the Interorganizational Council on Regulation (ICOR) Practice Overlap Guidance document and shared that the work is mostly with the American Institute of Architects (AIA) at this time.

b. Outreach Committee

The outreach subcommittee met on January 16th to talk about upcoming presentations in the Spring. The group is contacting universities and community colleges across Washington that have Architecture programs where the Outreach Committee can speak to students about the importance of licensure. The committee is currently working on a “Myth Busters” document that can be shared with students. Additionally, the committee is looking at ways to reach middle school and high school age kids to show them that a career in Architecture is attainable and not all pathways have to look the same.

8.2. Staff Reports

a. Annual Program Report

Ms. Baur reviewed the Annual Program Report with the Board.

Board Members Roberts, Harm and Wu requested further breakdown of data to be provided to show the number of reciprocity licenses that are being issued as opposed to in-state based licenses. The members also asked if a breakdown between state issued licensees and international licensees could be given.

b. Legislative Update

Ms. Woods shared a 2026 Legislative Session update with the Board.

c. Recruitment Update

Ms. Woods provided a status update on current recruitment efforts.

d. Master Action Item List

Ms. Woods provided a status update on action items.

9. Public Comments

The public may address the Board on matters within the Board's jurisdiction, either verbally during the meeting or by submitting written comments in advance. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to DOLBoards@dol.wa.gov no less than two business days prior to the meeting with the subject line "Public Comment: Architect Board". In response to all public comments, the Board is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.

There were no written comments.

Verbal comments:

Michael Transue, an interior design advocate, shared that they are supporting legislation to help create a commission that defines and regulates interior design.

Tammy Sueirro, executive director of the AIA Washington Council, shared that they are looking to set up practice related bills to better define what falls under Architecture law and incidental practice that carries into the scope of Architect rules.

10. Conclusion

10.1. Announcements

- Ms. Baur announced to the Board that Tim York has joined the team for DOL that supports the Board.

10.2. Requests for future agenda items

- Agenda item request from Board Member Roberts to discuss the federal governments decertification of professions that will no longer be considered "professional".

10.3. Review of action items and items for next meeting:

Ms. Woods reviewed action items from this meeting with the Board:

- Continuing the online professional services discussion from today's agenda via the creation of a task force to review this concern.
- Ms. Woods will assist Board members Wu and Russell with registration for the NCARB Regional Summitt.

- Board staff will prepare the delivery of additional data that breaks down the issuance of licenses based off reciprocity and Washington residency.

11. Adjournment

Vice Chair Russell adjourned the meeting at **11:27 a.m.**

Next Board Meeting:
April 30, 2026
10:00 AM

Submitted by: _____ 4/30/2026
Debra Allen-Bâ, Assistant Administrator Date

Approved by: _____ 4/30/2026
Erica Loynd, Board Chair Date