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

DATE:	April 30, 2026
TIME:	10:00 A.M.
LOCATION:	Video Conference via Microsoft Teams

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

1. **Call to Order**
   Board Chair Loynd called the meeting to order at **10:03 a.m.**

2. **Roll Call**
   Board Staff Alyssa Woods conducted roll call. Board Members Loynd, Russell, Roberts, and Wu were present. Board Member Scott Harm, had an excused absence. Board Member Brachvogel was absent.

   A quorum was achieved.

3. **Approval of Agenda**
   Board Member Russell made a **MOTION** to approve the order of the agenda as presented. Board Member Wu **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

4. Approval of Minutes

4.1. Regular Meeting Minutes from January 29, 2026.

Board Member Wu made a **MOTION** to approve the minutes as presented. Board Member Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

5. Awards/ Recognition

5.1. None

6. Old Business

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

Vice Chair Russell and Board Member Wu provided a report from the event.

7. New Business

7.1. Annual Election of Officers

The Board will elect Officers for 2026. Ms. Woods introduced the process of elections.

a. Chair

Vice Chair Russell was nominated for Chair.

Board Member Roberts made a **MOTION** to approve Vice Chair Russell as the Chair for 2026. Board Member Wu **SECONDED** the motion and was **APPROVED** by a vote of 4-0.

b. Vice Chair

Board Member Brachvogel was nominated for Vice Chair.

Board Member Wu made a **MOTION** to approve Board Member Brachvogel as Vice Chair for 2026. Board Member Roberts **SECONDED** the motion and was **APPROVED** by a vote of 4-0.

c. Secretary

Board Member Loynd was nominated for Secretary.

Board Member Wu made a **MOTION** to approve Chair Loynd as Secretary for 2026. Board Member Roberts **SECONDED** the motion and was **APPROVED** by a vote of 4-0.

7.2. Delegation of Authority Committee

The Board created a Delegation of Authority Committee. The purpose of creating this committee is to review the current delegation of authority standards and recommend any updates to the advising attorney general for the Board.

Vice Chair Russell made a **MOTION** to create the Delegation of Authority Committee. Board Member Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

Chair Loynd and Vice Chair Russell volunteered to serve on this Committee.

7.3. National Council of Architectural Registration Boards (NCARB) Annual Business Meeting Travel Update

Ms. Woods updated the Board on travel for the 2026 Annual Business Meeting scheduled for June 25th through June 27th in Minneapolis, Minnesota. A request was made to limit attendance to two Board Members.

Chair Loynd volunteered to attend and suggested that Board Member Brachvogel would likely want to attend. Ms. Woods will work with Chair Loynd and Board Member Brachvogel to register for the NCARB Annual Meeting.

7.4. Federal Decertification of Professions

The Board discussed the topic of decertification. During the discussion, Board Members voiced concern that if the federal government decertifies Architects as a profession, then that would limit the available options for candidates going through school to receive federal loan assistance.

8. Complaint Cases for Review

8.1. 2026-01-0056-00ARC

Board Lead Sandy Baur read the case summary in place of Board Member Brachvogel. A case recommendation was made to close the case with no further action.

Vice Chair Russell made a **MOTION** to accept the recommendation as presented. Board Member Wu **SECONDED** the motion and was **APPROVED** by a vote of 4-0.

8.2. 2026-02-0684-00ARC

The case summary was read by Vice Chair Russell. A case recommendation was made to provide a letter of education.

Board Member Wu made a **MOTION** to accept the recommendation as presented. Board Member Roberts **SECONDED** the motion and was **APPROVED** by a vote of 3-0-1, with Vice Chair Russell abstaining.

9. Complaint Cases for Review

9.1. 2024-06-1425-00ARC

The case was presented by Assistant Attorney General (AAG) Aaron Smith. A recommendation for a default order was made with a fine of $3000 and revocation of license for one year.

Vice Chair Russell made a **MOTION** to accept default order as presented. Board Member Wu **SECONDED** the motion as was **APPROVED** by a vote of 4-0.

9.2. 2025-01-0338-00ARC

The case was presented by AAG Aaron Smith. A recommendation for an agreed upon order and a $2000 fine was made.

Board Member Wu made a **MOTION** to approve the agreed upon order as presented. Board Member Roberts **SECONDED** the motion and was **APPROVED** by a vote of 3-0-1, with Chair Loynd abstaining.

10. Reports

10.1. Committee/Task Force Reports

a. Online Professional Services Task Force

Committee member Roberts provided an update on Task Force work.

b. Outreach Committee

Committee members provided an update on Committee work.

10.2. Staff Reports

a. Legislative Update

Ms. Baur shared with the Board that there was no update on legislative activities for this meeting.

c. Recruitment Update

Ms. Woods provided an update on current recruitment efforts.

d. Master Action Item List

Ms. Woods provided a status update on action items.

11. 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. 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.

There were no written comments.

Verbal comments:

Michael Transue, an interior design advocate, shared an update on the legislation they sponsored to help create a commission that defines and regulates interior design. Chair Loynd requested to add this topic to the discussion list for the next Chair Check-in Meeting.

12. Conclusion

12.1. Announcements

- None

12.2. Requests for future agenda items

- None

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

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

- Schedule training for new Chair and Vice Chair.
- Email annual meeting info to Loynd and Brachvogel.
- Request digital signatures for WABO letter.

13. Adjournment

Chair Loynd adjourned the meeting at **11:24 a.m.**

Next Board Meeting:
July 30, 2026
10:00 AM
Virtual via Teams

Submitted by: Katherine McDaniel — 8/05/2026
Katherine McDaniel, Administrator — Date

Approved by: Katherine Russell — 07/30/2026
Katherine Russell, Board Chair — Date