



**STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
BOARD FOR ARCHITECTS  
REGULAR BOARD MEETING MINUTES**

The Mission of the Washington State Board for Architects is to safeguard life, health, property and promote public welfare through licensure and regulation of the practice of architecture in Washington.

**DATE:** January 25, 2024  
**TIME:** 10:00 a.m.  
**LOCATION:** Video Conference via Teams

**BOARD MEMBERS:** Scott Harm, Chair (excused absence)  
Susan Cooley, Vice Chair  
Paul Wu, Secretary  
Erica Loynd, Board Member  
Roch Manley, Board Member  
Sian Roberts, Board Member

**STAFF MEMBERS:** Sydney Muhle, Program Specialist  
Susan Nieves, Program Specialist  
Elizabeth Lagerberg, Assistant Attorney General

**1. Call to Order**

Vice Chair Susan Cooley called the meeting to order at **10:01 a.m.**

**2. Roll Call**

Program Specialist Susan Nieves conducted roll call. All Board members were present, except Board Chair Scott Harm who was excused.

**3. Approval of Agenda**

Board Member Erica Loynd made a **MOTION** to approve the order of the agenda as presented. Board Member Sian Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

**4. Approval of Minutes**

**4.1. Regular Meeting Minutes from October 19, 2023**

Board Member Roch Manley made a **MOTION** to approve the minutes as presented. Board Member Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

**5. Old Business**

**5.1. Discussion and Consideration of the Mutual Recognition Agreement (MRA) Between the United States (US) and the United Kingdom (UK).**

*The National Council of Architectural Registration Board (NCARB) has entered an MRA for architects between the US and UK. The Board may take action to adopt the MRA as a pathway to licensure for Washington state and foreign architects.*

Program Specialist Sydney Muhle reviewed the history of discussions and actions taken by the Board to date regarding the US and UK MRA. Assistant Attorney General Elizabeth Lagerberg provided some pros and cons to accepting the MRA and additional guidance.

The Board discussed whether to approve the MRA, with additional guidance and input from staff.

Board Member Roberts made a **MOTION** to adopt the MRA between the US and the UK. Board Member Loynd **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

## **5.2. Board Goals Discussion**

*The Board will review its established priorities and set goals for 2024.*

Ms. Muhle provided a review of the Board's goals as of 2023 and asked the Board to review and update as they saw fit. She also let the Board know that staff was working on coordinating one in-person/hybrid meeting during the summer of 2024.

The Board members discussed outreach to schools. They will divide the schools and attend individually or in pairs.

**ACTION ITEMS:** Board Members to research ways to perform outreach to schools. Staff to assist with coordinating which Board members will provide outreach with which schools.

**AGENDA ITEM:** Outreach to Schools

## **6. New Business**

### **6.1. National Council of Architectural Registration Boards (NCARB) Regional Summit**

*NCARB Regional Summit will be held March 1-2, 2024, in Savannah, Georgia. The Board will discuss member and staff attendance.*

Ms. Muhle provided a breakdown of available NCARB funding for Board and staff attendance at the 2024 Regional Summit.

The Board discussed and decided that Chair Harm and Board Member Roberts would attend the Regional Summit on behalf of licensees, and that Vice Chair Cooley would attend as the public member, if her schedule allowed.

Ms. Muhle let the Board know that the Annual Business Meeting would occur in June and take place in Chicago. She encouraged the Board Members to plan

accordingly and said the funding structure would be similar to the Regional Summit.

**ACTION ITEMS:** Ms. Nieves to coordinate meeting registration and travel booking with Regional Summit attendees by close of business on January 25, 2024.

## 7. Complaint Cases for review.\*

### 7.1. 2023-01-0097-00ARC (Harm)

Ms. Muhle read the Case Manager Report to the Board on behalf of the Case Manager, Chair Harm.

Board Members had several questions about the presented case and Case Manager Chair Harm and staff who had worked on the case were not present to address the questions. The Board decided the best course of action would be to postpone a decision until they could be answered.

Board Member Manley made a **MOTION** to table the case until the Case Manager could be available for clarification. Board Member Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

### 7.2. 2023-09-1950-00ARC (Loynd)

Board Member Loynd read the Case Manager Report to the Board as the Case Manager.

Board Member Roberts made a **MOTION** to close the case with no further action. Board Member Manley **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0 with Board Member Loynd abstaining as the case manager.

### 7.3. 2023-05-1011-00ARC (Loynd)

Board Member Loynd read the Case Manager Report to the Board as the Case Manager.

Board Member Roberts made a **MOTION** to close the case with no further action. Board Member Manley **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0 with Board Member Loynd abstaining as the case manager.

## 8. Reports

### 8.1. Committee/Task Force Reports

#### 8.1.1. Model Law Committee

*Board Members Loynd and Roberts will provide a report on Committee work.*

Board Members Loynd and Roberts provided the Board with information about the Committee's work so far including an in-depth comparison of NCARB's model law and Washington State statute, Board Member term limits, continuing education credits, and architectural candidate nomenclature.

The Board and staff discussed the differences, and AAG Lagerberg provided advice and clarification.

**AGENDA ITEM:** The Board will revisit the topic of NCARB Model Law vs. Washington State statute during the summer or fall of 2024.

## **8.2. Staff Reports**

### **8.2.1. Centralized Investigations and Audits Unit Reports**

#### **8.2.1.1. Complaint Status Report**

Ms. Muhle reviewed the complaint status report with the Board.

### **8.2.2. Licensing and Customer Support Services Reports**

#### **8.2.2.1. Licensee Count Report**

Ms. Muhle reviewed the licensee count report with the Board.

#### **8.2.2.2. Staff will provide information about the DOL's process with deceased license holders.**

Ms. Muhle provided an overview of the steps DOL takes to update licensees' accounts upon their death.

### **8.2.3. Boards, Commissions and Outreach Reports**

#### **8.2.3.1. NCARB Regional Realignment**

Ms. Muhle said that the NCARB Executive Board was in discussion, and that no official announcements had been made. She said that larger regions, particularly region 6, which Washington was a member of, would likely not be directly impacted by the realignment.

Board Members Manley and Roberts shared their thoughts from and an NCARB listening session regarding the organization's realignment.

Board Member Manley said his questions on the status of the committee's work were answered by the information provided. He said it looked like they were making progress and getting ready to ask tough questions.

Board Member Roberts said the Board's region benefitted from the regional realignment. She said it seemed the proposals would be more equitable and would equal out the voices across the country.

#### **8.2.3.2. Western Council of Architectural Registration Boards (WCARB) Proposed Rule Changes**

Ms. Muhle said that there had been a proposed change to the bylaws for WCARB to shift the fiscal year to match NCARB's, and some travel funding changes to require the most economically possible options were taken. She said the proposal would make it easier for WCARB staff and would align with what most states were already doing.

#### **8.2.3.3. Review of Master Action Item List**

Ms. Nieves provided status updates on the action items to date. She said that NCARB's outreach would be focusing on community colleges, rather than universities, in 2024.

Ms. Muhle provided an update on the American Institute of Architects (AIA) legislation that was in session.

**ACTION ITEMS:** Staff to reach out to NCARB to see whether they would perform outreach in any Washington State community colleges. If so, staff will let the Board know which colleges and coordinate virtual attendance for the Board members.

## 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](mailto: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 or verbal public comments.

## 10. Conclusion

### 10.1. Announcements

None.

### 10.2. Requests for Future Agenda Items

None.

### 10.3. Review of Action Items and Items for Next Meeting

Ms. Nieves shared the future agenda items and action items noted during this meeting.

#### **Agenda Items:**

- Development of Annual Calendar
- Outreach to Schools (Board Member Roberts)
- NCARB Model Law vs. Washington State Statute (summer or fall of 2024)

#### **Action Items:**

- Staff to reach out to NCARB to see whether they would perform outreach in any Washington State community colleges. If so, staff will let the Board know which colleges and coordinate virtual attendance for the Board members.
- Ms. Nieves to coordinate meeting registration and travel booking with Regional Summit attendees by close of business January 25, 2024.

**11. Adjournment**

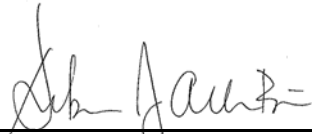
Vice Chair Cooley adjourned the meeting at **11:55 a.m.**

**Next Board Meeting:**


April 25, 2024

10:00 a.m.

Virtual via Microsoft Teams

Submitted by:   
Debra Allen-Bâ, Assistant Administrator

April 25, 2024  
Date

Approved by:   
Susan Cooley, Board Vice Chair

April 25, 2024  
Date