



NCARB

# REGIONAL SUMMIT

## 2024 Regional Summit Registration Information

- MBE Workshop: February 29, 2024  
*(For Member Board Executives, Board Staff, and Legal Counsels only)*
- Regional Dinners: February 29, 2024
- Regional Summit: March 1 – 2, 2024

**Region 1:**  
New England

**Region 2:**  
Mid Atlantic

**Region 3:**  
Southern

**Region 4:**  
Mid Central

**Region 5:**  
Central States

**Region 6:**  
Western



NCARB

# REGIONAL SUMMIT

December 19, 2023

Dear Member Board Executives and Board Staff:

The FY24 Member Board Executives committee is pleased to invite Member Board Executives, board staff, and legal counsels to [register](#) for this year's 2024 Member Board Executives (MBE) Workshop on February 29, 2024. During this event, you will have the opportunity to connect with your colleagues from across the country and share best practices related to our regulatory roles.

This year's Member Board Executives Workshop agenda will walk through the *past*, *present*, and *future* of the Member Board Executive role. Content has been planned to ensure no matter where you are in your board executive career, you will be able to both learn and participate fully.

Your involvement is a crucial part of the workshop as we highlight tools to improve our ability to regulate effectively, share feedback from the MBE community, and nominate a Member Board Executive Director for the FY25 Board of Directors.

As a benefit to licensing boards, NCARB covers the cost of registration, travel, and lodging for a Member Board Executive representative from each board to attend in person. This funding includes attendance at the MBE Workshop as well as the annual Regional Summit, which occurs immediately after the Workshop.

For those joining in person, NCARB will make your hotel reservations based on the dates included in your registration information. Virtual participation options will be limited, and in-person attendance is strongly encouraged.

We greatly appreciate all of your flexibility and participation throughout the year and look forward to seeing you there!

Sincerely,

FY24 Member Board Executive Committee

Shana Bryant, Chair  
Tyson Ducote, MBE LA  
Sherrie Dyer, MBE SD  
Cordelia Harbut, MBE KY  
Larry Karns, MBE KS  
Kyle Lazell, MBE IL  
Kate Nosbisch, MBE VA  
Ed Marley, Second Vice President, Board Liaison

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## MEMBER BOARD EXECUTIVES WORKSHOP AGENDA

*All times listed are in Eastern Standard*

9:00 – 9:15 a.m.      **Welcome from MBE committee & Icebreaker**

9:15 – 10:00 a.m.      **Past: The Evolution of the MBE**

- Evolution of the Role of the MBE
- Evolution of the Practice of Architecture
- Panel Discussion with MBEs

10:00 – 10:15 a.m.      **BREAK**

10:15 – Noon      **Present: The Current MBE**

- What Does the MBE do today?
- Current State of the Practice of Architecture
- NCARB Update
- Due Process, Discipline, and Enforcement Discussion
- Group Activity: Top 10 Things MBEs Should Know

Noon – 1 p.m.      **LUNCH**

1:00 – 2:30 p.m.      **Future: What will the MBE role look like in the future?**

- Future Role of MBE
- Future Practice of Architecture
- Future Changes in Regulation and How NCARB Can Support
- Group Activity

2:30 – 2:45 p.m.      **BREAK**

2:45 – 4:00 p.m.      **MBE Forum and MBE Director Nomination**

4:00 – 5:00 p.m.      **MBE Networking Reception**



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Dear Member Board Members and Executives:

On behalf of the Regional Leadership Committee (RLC), we are pleased to share that registration is now open for the NCARB Regional Summit being held March 1-2, 2024, in Savannah, Georgia. During this meeting, we will **learn** about emerging challenges of common concern regarding responsible regulation, **connect** with colleagues in your regions and in others to share best practices and trends, and **strengthen** your licensing board's impact through regional involvement.

As the Council's second largest meeting, the Regional Summit provides attendees the opportunity to engage with colleagues both in and out of your Region. Additionally, attendees will be provided the opportunity to discuss and provide feedback on draft resolutions and hear from the FY25 Board of Director candidates to be voted on at the Annual Business Meeting in June. Virtual participation options will be limited, and in-person attendance is strongly encouraged.

To support the work of the regions, NCARB covers the cost of registration, travel, and lodging for up to six participants from each board to attend. Please review the Regional Summit funding categories enclosed below for more information.

The Regional Leadership Committee is excited to share this year's agenda and looks forward to **learning, connecting, and strengthening** in Savannah. Please do not hesitate to reach out to your Regional Executive for any travel approval requirements.

Member Board Members and Executives, as well as board staff, are encouraged to attend this important meeting to provide perspectives from your jurisdiction that influence the direction of regional and national policy.

To attend the event, please register by [clicking here](#).

**We look forward to your participation at the 2024 Regional Summit!**

Please contact your Regional Chair or Regional Executive if you have additional questions:

<b>Region 1</b>	Tom Lonardo	Dawne Broadfield	<a href="mailto:necarb1@gmail.com">necarb1@gmail.com</a>
<b>Region 2</b>	Ed Tucker	Kathy Hillegas	<a href="mailto:ncarbr2@gmail.com">ncarbr2@gmail.com</a>
<b>Region 3</b>	Cathy Morrison	Jenny Owen	<a href="mailto:exec@scncarb.org">exec@scncarb.org</a>
<b>Region 4</b>	Linda Schemmel	Glenda Loving	<a href="mailto:ncarb4@gmail.com">ncarb4@gmail.com</a>
<b>Region 5</b>	James Devine	Stacy Krumwiede	<a href="mailto:stacy@scgnd.com">stacy@scgnd.com</a>
<b>Region 6</b>	Catherine Fritz	Melarie Gonzales	<a href="mailto:region6wcarb@gmail.com">region6wcarb@gmail.com</a>

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## 2024 REGIONAL SUMMIT AGENDA

All times listed are in Eastern Standard Time

### Thursday, February 29 | Regional Dinners

<b>Region 1</b>	6:30 p.m.	<a href="#">Local 11ten</a>	No charge
<b>Region 2</b>	Please contact your Regional Executive		
<b>Region 3</b>	6:30 p.m.	<a href="#">45 Bistro</a>	\$100 for guests and attendees (Trolleys begin departing at 6 p.m.)
<b>Region 4</b>	6:00 p.m.	<a href="#">Belford's</a>	No charge
<b>Region 5</b>	5:30 – 7:30 p.m.	Savannah Riverfront Marriot   Mercer Room	No charge
<b>Region 6</b>	6:00 p.m.	<a href="#">Vic's on the River</a>	\$100 for guests

Please note that separate registration is required to attend Regional Dinners. Transportation, if provided by the Region, will begin departing at 6 p.m. Please contact your Regional Executive for more information.

### Friday, March 1

8:00 – 9:00 a.m.	<b>Breakfast for First Time Attendees</b> First time attendees are invited to join the Vice Chairs from each Region for a Regional Summit welcome and orientation.
8:00 – 9:00 a.m.	<b>Breakfast for Attendees and Guests</b>
9:15 a.m. – 12:00 p.m.	<b>Regional Meetings</b> This time is set aside for Regional Business. Each Region sets their own agenda. Your Regional Executive will provide more information closer to the event.
12:00 – 1:00 p.m.	<b>LUNCH</b>
1:15 – 3:00 p.m.	<b>Plenary Session</b> During this session, attendees will hear an NCARB update from President Jon Baker, an overview of the draft resolutions from Secretary Sylvia Kwan, and have an opportunity to meet the FY25 Officer, Public Member, and At-Large Board candidates during a Candidate Forum.



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3:00 – 3:15 p.m.

## BREAK

3:15 – 4:30 p.m.

## Workshops

### *Incidental/Overlapping Practice*

During this workshop attendees will have the opportunity to learn more about how incidental practice impacts HSW, how jurisdictions currently address it, and potential solutions for the future.

### *Multiple Pathways to Licensure*

During this workshop, attendees will gain insights into the purpose, benefits, and opportunities for developing multiple pathways to licensure.

6:00 – 9:00 p.m.

Networking Reception: [Metal Building at Trustees Garden](#)

## Saturday, March 2

8:00 – 9:00 a.m.

## Breakfast

9:00 – 10:15 a.m.

## Keynote: Architecture and Artificial Intelligence

Learn more about how AI will impact architecture from George Guida, of the Harvard Laboratory Institute.

10:15 – 10:30 a.m.

## BREAK

10:30 a.m. – Noon

## Mixed Regional Discussions

Meet other colleagues from across the regions to discuss the hot topics of the meeting including incidental practice, multiple pathways, and Artificial Intelligence.

Noon – 1:00 p.m.

## LUNCH

1:15 – 2:45 p.m.

## Regional Meetings

This time is for additional Regional meetings, which include visits from the NCARB Leadership team.

3:15 – 3:45 p.m.

## Closing Plenary

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## REGIONAL SUMMIT FUNDING

While each Member Board identifies who is eligible to receive funding, member boards must abide by the funding categories as outlined below. Please note, funding categories are not interchangeable. NCARB will be reaching out to Board Chairs and Executives to ask for the names of their funded attendees. Every Member Board is eligible to receive funding to send representatives as follows:

- Two (2) Member Board Members – This funding is for any design professional on the board.
- One (1) Public/Consumer Member
- One (1) Member Board Executive
- One (1) Legal Counsel – There is limited funding available on a first come, first served basis. These attendees must be submitted in advance for approval.
- One (1) New Member Board Member – If you have a new Member Board Member appointed during the current fiscal year (July 1, 2023), limited funding on a first come, first served basis is available to support their participation in NCARB events. These attendees must be submitted in advance for approval.

Regions and/or the jurisdiction are welcome to fund additional participants.

Funded attendees will receive:

- Complimentary registration to the meeting
- Three (3) night hotel stay for member board members, Four (4) night hotel stay for Member Board Executives, depending on the duration needed to attend the relevant meetings. If participants would like to extend their stay at the hotel past the nights NCARB will cover, they may be able to secure NCARB's negotiated room rate of \$239 (plus \$6 fee destination fee per night and 15% tax).
- Roundtrip coach airfare or train fare: NCARB will reimburse you for a 30-day advance coach ticket. NCARB will not reimburse any additional charges such as choice seating, upgrades, or flight or travelers insurance premiums. Flights over \$600 must be submitted in advance for approval. Please contact Nicole Roames at [nroames@ncarb.org](mailto:nroames@ncarb.org).
- Attendees are asked to book ticket the most economical ticket directly to and from the NCARB event, and from the airport closest to their departure. All trips that require additional stops or at least one overnight stay must be approved in advance. Any special arrangements such as departing from an alternative airport, multi-city or reimbursable tickets, adding stopovers, or extra overnight stays during NCARB travel, must be approved in advance to receive reimbursement. Please contact Nicole Roames at [nroames@ncarb.org](mailto:nroames@ncarb.org).
- Ground transportation to and from the airport. Funded attendees are expected to use the most economical ground transportation under the circumstances to provide reasonably convenient, comfortable, and safe transport.
- Breakfast and lunch will be provided for both days (March 1 and 2), dinner will be provided by NCARB on Friday March 1.

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- NCARB provides an \$80 per diem for meals not already provided through the complimentary registration.

NCARB will not cover the following expenses:

- Dinner on the night of Regional dinners (Thursday, February 29).
- Items of a personal nature such as laundry and movies.
- Costs associated with an accompanying spouse or other guests, such as registration fees, additional airfare, meals, or increased lodging costs.
- Use of a rental car—charges incurred for rental cars will not be reimbursed.
- Any additional charges such as choice seating, upgrades, or flight or traveler's insurance premiums.
- Meals outside what is covered through the complimentary registration, or beyond the \$80 per diem.





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## Policy Regarding Reimbursement

In recent years, the Board of Directors has taken proactive measures to increase Member Board participation at Council events to ensure that every jurisdiction is well represented during important programmatic discussions. Our travel policy is designed to ensure that NCARB funded attendees will be able to attend all scheduled sessions, as appropriate.

Anyone who receives funding must adhere to clear expectations. The following statement will be provided during the registration process:

*By registering to attend this event and accepting funding from NCARB for transportation and lodging expenses, you agree to attend all scheduled events (other than events marked optional during registration) unless an emergency or unforeseen conflict occurs (please notify to NCARB as soon as the conflict becomes known). NCARB provides financial support for attending its events for the express purpose of assuring jurisdictional engagement and representation. Budgeting for these funds represents a commitment by the NCARB Board of Directors to utilize the feedback and perspectives of its members in maintaining a focus on its mission.*

*Absences outside NCARB policy when utilizing NCARB funding may result in no or reduced reimbursement of expenses based on the time in attendance and/or subsequent ineligibility for NCARB-funded travel.*

## NCARB Statement on Anti-Harassment

*It is the policy of NCARB to provide an environment that is free from all forms of harassment and discrimination, including sexual harassment and any other hostile or harassing verbal or physical conduct based on race, religion, national origin, ancestry, age, gender, sexual orientation, or disability.*

*Any employee, member, board executive, volunteer, regional officer, or member of the NCARB board of directors who believes he or she has been subjected to offensive, unwelcome, hostile, harassing, or discriminatory conduct should report the matter immediately to the NCARB staff liaison, or NCARB chief executive officer. The claim will be investigated, and any employee, member, board executive, volunteer, regional officer, or member of the NCARB board of directors found to have engaged in harassment will be subject to appropriate disciplinary action.*

*No retaliatory action will be taken against an individual for making a complaint. All claims and discussions regarding the claims will be treated as confidentially as possible to protect the privacy of the persons involved. Confidentiality will be maintained throughout the investigative process to the extent practical and appropriate under the circumstances.*



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## FREQUENTLY ASKED QUESTIONS

### ***I am a Member Board Member, can I attend MBE Workshop?***

No, the MBE Workshop is open to Member Board Executives, board staff, or legal counsels only.

### ***What is the registration fee for non-funded attendees?***

Registration for non-funded attendees is \$550.

### ***What is the fee for guests?***

The fee for guests 18 and over is \$350, the fee for guests 18 and under is \$150. This includes group meals and attending the networking event.

### ***What is the negotiated rates for the hotel?***

NCARB has contracted a discounted rate of \$239 (plus \$6 fee, 15% tax) per night for the hotel.

### ***Should I make my own hotel reservation?***

No, NCARB will make hotel reservations for all in-person attendees based on the registration information provided by attendees. If you are not funded by NCARB, you will be asked to provide a form of payment upon arrival. Please do not make your own hotel reservation regardless of funded status.

### ***If I am a funded attendee. Should I book my own travel (airfare, train, etc.)?***

Yes, funded attendees are asked to book their own travel within 30 days (February 1) of the meeting to receive reimbursement. If you wish to use NCARB's travel booking, TravelPerk, flights reservations will be available when registration launches. If you prefer, you may book your flight on your own and submit for reimbursement following the meeting.

### ***How do I know if my attendance is funded?***

Member Boards typically select their in-person attendees during a board meeting. If you are unsure of your status, please contact your Member Board Executive.

### ***I am a Member Board Executive, when is the MBE Workshop?***

As in previous years, the MBE Workshop will immediately proceed the Regional Summit and is scheduled for Thursday, February 29. A Save the Date and agenda was sent from the MBE Committee in October. The MBE Workshop is open to Member Board Executives, member board staff, and legal counsel only.



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## ***When should I plan to arrive in Savannah?***

For those attending in person, please plan to arrive on the following:

- Member Board Executives: Wednesday, February 28, 2024
- Member Board Members: Thursday, February 29, 2024

NCARB will cover four (4) nights for Member Board Executives and three (3) nights for Member Board Members.

## ***What Hotel will the event take place?***

The meeting will take place at the Savannah Riverfront Marriot, 100 General McIntosh Blvd, Savannah, GA 31401.

## ***I am a funded attendee, when should I submit my expense report?***

Following the conclusion of the event, NCARB will provide information on how to submit reimbursement. All reimbursement requests must be submitted within 30 days of the meeting.