

**Southern Conference of NCARB
Board of Directors Meeting Minutes
May 24, 2023
Teleconference**

Directors Present:

Gail Shepherd, AR
Anne Smith, GA
Ron Blitch, LA
Steve Jernigan, FL
Anthony Lawrence, SC
Debra Dockery, TX
Rick Thompson, TN
Cathy Morrison, NC

Others Present

Richard McNeel, Regional Director
Miguel Rodriguez, Chair
Greg Durrell, Vice Chair
Jenny Owen, Executive Director
Tyson Ducote, Incoming MBE Director

Roll Call

The roll call was conducted, and Ms. Morrison confirmed a quorum.

Call to Order

Mr. Rodriguez called the meeting to order.

Reimbursement to Puerto Rico Secretary of the Treasury

The Secretary of the Treasury in Puerto Rico accidentally issued an electronic payment of \$50,000 to SCNARB. To reverse the error, SCNCARB must issue a cashiers check. This will not affect the budget or balance sheet. It is merely a correction to a banking error.

Motion:

To approve payment of \$50,000 to the Puerto Rico Secretary of the Treasury to correct an erroneous electronic payment of the same amount.

Blitch/McNeelU

Executive Directors Review and Contract

Members discussed Ms. Owen's annual review and her contract for FY24. With the approved raise of \$1,200 for the FY24, the Executive Directors salary will be \$18,553. Ms. Owens intends to step away from the role of ED at the conclusion of FY24.

Motion:

To approve the Ms. Owen's contract with a 6% raise of \$1,200 for the year, and an FY23 bonus of \$2500.

Blitch/Lawrence/U

FY23 Budget

The FY23 budget was revised due to increased regional event expense, as well as changes to the dinner registration fees of \$100 in March and \$75 in June. The \$10,300 overage on expenses is due in large part to the higher cost of the spring regional dinner. The revised budget is for \$57,485 in income, \$66,805 in expense, for an estimated year-end deficit of \$9,320, which is \$4,595 more than the initially planned deficit of \$4,725.

Motion:

To approve the revised the revised FY23 budget.

Blitch/Smith/U

FY24 Budget Proposal

The FY24 budget includes revisions to income. The fee for regional dinners will increase to \$100, and the budget allows the Education Committee to set a registration fee for participation in the Educators and Practitioners Conference. Total budgeted income is \$62,260. On the expense side, the major changes from FY23 include an increase in salaries for the Executive Director. This will allow overlap/dual salary for training purposes of a new ED late next fiscal year, if needed. The budget also includes \$15,000 for the Educators Conference. Total expense for the year is budgeted at \$74,618. This will require a planned deficit budget with a draw from reserves of \$12,358. The estimated fund balance at the end of FY24 is \$104,190. This falls within the bylaw requirement to have at least six months of expenses in reserves, and the policy to have no more than two years of expenses in reserves. The Executive Committee will continue to monitor fees, program expenses, and the reserves balance and to work with the Board of Directors to adjust as needed. It was noted that although not planned, any decision to raise membership dues should be made two years in advance to allow member boards adequate time to adjust their budgets.

Motion:

To approve the FY24 budget.

Dockery/Lawrence/U

With no further business, the Board of Directors meeting was adjourned.

Respectfully submitted,



Catherine Morrison
Secretary/Treasurer

Approved by the Southern Conference of NCARB on 6/17, 2023.

**Southern Conference of NCARB
Regional Meeting Minutes
March 3-4, 2023
Honolulu, HI and Virtually**

Members Present:

Alabama

Nolanda Hatcher
Paula Pilgreen

Arkansas

Shana Bryant
Gail Shepherd
Doug Hurley

Florida

Amanda Ackermann
Steve Jernigan
Miguel Rodriguez
John Ehrig

Georgia

Anne Smith
Carol Pacheco

Louisiana

Ron Blitch
David Brossett

John Cardone

Tyson Ducote
Michael Holly
Kristine Kobila

Justin Owens

Kevin Singh
Paul Spaht

Mississippi

Charles Barlow
Larry Bishop

John Cothron

Leigh Jaunsen
Richard McNeel
Brad Jones

North Carolina

Tyler Barrick
Cathe Evans
Catherine Morrison

Roula Qubain
Walton Teague

Emmy Williams

Tim Hillhouse

Ilesha Patel

Puerto Rico

Pedro Alfaro
Jorge Calderon

South Carolina

Lenora Addison-Miles
Amanda Green
Anthony Lawrence
Sanders Tate
West Lyles

Tennessee

Rick Thompson
Brian Tibbs
Frank Wagster
Glenn Kopchak

Texas

Lance Brenton
Debra Dockery
Julie Hildebrand
Darren James
Rosa Salazar
Joyce Smith

Virgin Islands

Richard Evangelista
Nathalie Hodge
John Woods
Damien Cartright
Jeffrey Boschulte

Staff Present:

Jenny Owen, Executive Director
Jack Nichols, Legal Counsel

Roll Call

Ms. Morrison conducted the roll call and confirmed a quorum.

Call to Order

Mr. Rodriguez called the meeting to order.

Introductions

Mr. Rodriguez welcomed first-time meeting attendees including Walt Teague, Greg Burke, Glenn Kopchak, Rosa Salazar, Doug Hurley, West Lyles, Carol Pacheco, Kristine Kobila, Damien Cartright, and Jeffrey Boschulte.

Approval of Minutes

Motion:

To approve the minutes of June 2022.

Smith/Jernigan/U

MBE Director Election

Ms. Owen reported that the sole candidate for the MBE director position was Tyson Ducote. The Member Board Executives elected Mr. Ducote by acclamation.

Regional Officer Elections

Mr. Rodriguez called for nominations from the floor. Hearing none, the nominations were closed. With a contested election for Secretary/Treasurer, the election took place via closed ballots.

Mr. Tibbs and Mr. Lawrence, candidates for Secretary/Treasurer, spoke to the membership. After two consecutive tie votes for the Secretary/Treasurer position, Mr. Tibbs announced that he would concede. Mr. Lawrence was thus elected.

Members unanimously affirmed the election of the officers by acclamation as follows:

- Miguel Rodriguez, Regional Director
- Cathy Morrison, Chair
- Greg Durrell, Vice Chair
- Anthony Lawrence, Secretary/Treasurer

Regional Director's Report

Mr. McNeel reported on the Board's recent activities, including consideration and changes to the rolling clock, DEI initiatives, and discussions regarding alternative educational paths through community colleges. Mr. McNeel served on the audit committee for two years, which is focused on budgeting, investments, interviewing accountants, and reviewing financial audit reports. The Board also adopted regional meeting guidelines, and pursued opportunities to collaborate with the International Code Council on HSW matters.

Chair's Report

Mr. Rodriguez reported on efforts to provide input on the NCARB Regional Meeting Guidelines, in addition to the Regional Leadership Committee's work to plan the Regional Summit.

Treasurer's Report

Ms. Morrison provided an overview of the budget-to-date. Income was \$40,033, with one outstanding dues payment. Expenses were \$32,884, which included most of the dinner expense for the March meeting. The fund balance was \$133,018 as of the report.

Motion:

To accept the budget report.

Jernigan/Lawrence/U

MBE Report, Paula Pilgreen

Ms. Pilgreen reported that the MBEs desire training on enforcement, complaints and investigate process. This was partly accomplished during the Leadership Conference and through NCARB workshops. She also provided a report on a survey on late renewal penalties. Out of 10 states that responded, half have a one tier fee regardless of how long the license was expired prior to being renewed late. The remainder had fees that increased the longer the license was inactive. Ms. Pilgreen requested a regional resource tool where MBEs can share documents and resources.

Governance Work Group Visit

Members had an opportunity to visit with the work group, to pose questions and to learn more about the rationale behind the resolution for 8 at-large directors. Concerns with the 8 at-large director proposal included the inability to have nominations from the floor, the lack of regional positions/no regional directors, and that the nominating committee may have too much power in the election process and the membership to little. Members commended the work group's efforts to increase diversity on the board and to shorten the amount of time it takes to become a member of the board.

State Reports of Hot Topics

Alabama – An executive order was issued to study 350 agencies and to either streamline or abolish the agencies. The report is due in December. The Board is working with NCARB to develop a new licensing system.

Arkansas – Has implemented a new online renewal process.

Florida – A federal appeal case was decided in the Board’s favor. It centered on charges of unlicensed practice/use of the title against a non-architect.

Louisiana – Issued grants to schools, with a goal of building a bridge between practitioners and students. LA/AIA is leading efforts to try to remove a provision that allows civil engineers to practice architecture. The Board updated its strategic plan, which it will make available to the membership.

Mississippi – The board sought legislation to change firm requirements to allow landscape architects to have part ownership of an architectural firm. The board pulled the bill and allowed it to die in committee. The board will work with the engineer’s board on their concerns with a goal of trying again next year. The board issued a letter to legislators outlining its concerns about lax building codes and building code enforcement. The lieutenant governor responded and will facilitate a meeting later this year.

Puerto Rico – The board is monitoring the illegal practice of architecture and has experienced some issues with a new testing center.

South Carolina – With the support of the building officials, the board is seeking to clarify/redefine overlapping practice provisions.

Texas – Focused on the 2025 sunset review.

Virgin Islands – For the first time in many years all board positions have been filled. The Board is seeking to revise and update its statutes to require examination for all licensees in order to provide more protection for the public. Also interested revising definitions to address overlapping practice with engineers and architects.

Candidate Visits

Lenora Isom and Sylvia Kwan, candidates for secretary, as well as John Rademacher and Richard McNeel, candidates for treasurer, visited with the membership.

Visiting Team

Members met with Bayliss Ward, Jon Baker and Mike Armstrong.

Mississippi Resolution to Revise Responsible Charge Language

The Mississippi board is of the opinion that the definition is ambiguous and not easily enforceable – especially for a plan stamping charge.

Education Committee Report

Mr. Durrell reported on the activities of the education committee, and plans for next year. He also asked for volunteers to serve on the Education committee. Darren James and Greg Burke volunteered.

With no further business, the meeting was adjourned.

Respectfully submitted,



Catherine Morrison
Secretary/Treasurer

Approved by the Southern Conference of NCARB on 6/17, 2023.