


MEMORANDUM

To: Regional Directors, Public Director, and MBE Director
From: Michael J. Armstrong, CEO 
Date: September 6, 2024
Subject: September 2024 Board of Directors Meeting

The FY25 NCARB Board of Directors will hold a three-day meeting on September 25-27 in Boston, Massachusetts.

We are providing this summary of topics that will be discussed by the Board, along with brief descriptions regarding content and context to provide greater transparency and encourage collaboration between Board representatives and their constituencies.

External Engagements

- AIAS Board Nominations. Anne Smith's three-year term as the NCARB liaison on the American Institute of Architecture Students (AIAS) Board of Directors expires in July 2025. The Board will discuss potential nominees from President Ken Van Tine to recommend as a slate to the AIAS Board for their consideration as NCARB's next liaison.
- NAAB Status. President Van Tine will provide a report on the status of discussions regarding NCARB funding of the National Architectural Accrediting Board (NAAB).

Program and Service Excellence

- Professional Conduct Committee – Exam Breach Sanction Recommendations. Consent Agenda (**Action**): The Professional Conduct Committee (PCC) will provide the Board with recommendations for sanctions for an individual involved in an exam breach.
- Pathways to Practice. The Board will receive an overview and status update on the Pathways to Practice multi-year timeline. Including: discussing messaging and communications needs including upcoming Member Board engagement, reviewing the future roles for committees, discussing assessment options involving current approaches and newer methodologies, and reviewing the recent work of the Licensure Process R&D Task Force.
- NCARB Competency Standard (**Action**): The Board of Directors will act on adopting the proposed Competency Standard for Architects, establishing the framework for programmatic evolution over multiple years. The standard provides a guidance tool for the Board in its future deliberations regarding program adjustment and revision and will serve as a point of reference for future committee charges and any action items requiring membership engagement. The draft standard represents over two years of effort by scores of volunteers and consultants, which included deliberations of several committees, research, and a validation study. Revisions to earlier drafts were driven by multiple

engagements with member board members throughout the process, including at the Annual Business Meeting, through a membership survey, and through feedback webinars this summer.

- Volunteer Lifecycle. The Board will hear a report on the outcomes of the survey and research as the first part of the Lifecycle of the Volunteer initiative. The purpose of this work is to learn more about the current state of the volunteer experience so that NCARB can continue to evolve and improve experience of its volunteers and indicate the value of the critical work volunteers perform and maximize volunteer satisfaction.
- Committee Reports. The Board will receive an update on the ongoing progress of each FY25 Committee and its respective charges.

Fiduciary Responsibilities

- Board Policies for Review. Consent Agenda (Action): Policies are reviewed by the Board on a rolling three-year cycle. At this Board meeting, the Board will consider proposed edits to the ARE® Form Assembly Rule.
- Credentials Committee: NCARB Elections Procedures – Updates. Consent Agenda (Action): The Board will review and approve the latest updates to the NCARB Election Procedures proposed by the Credentials Committee.
- Financial Update. Secretary/Treasurer Sylvia Kwan and CEO Armstrong will preview unaudited financial results for the fiscal year ended June 30, 2024, and review the current state of the Council's Operating Fund, investment portfolios, and early performance of the FY25 budget. In addition, Past President Jon Baker will present the annual Historical Board Cost Analysis looking at spending on Board activities over a multiple year trend line in comparison with historical averages and inflation.

Informational items:

- President's Report. President Ken Van Tine will update the Board on his activities since the June 2024 Board of Directors meeting.
- CEO Update. Armstrong will report on staff activities since the June 2024 Board of Directors meeting and provide a preview of upcoming events through the end of the calendar year.
- 2024 MBC/MBE Summit Preparations. The Board will review the agenda and activities planned for the 2024 Member Board Chairs and Executives Leadership Summit in October in Fargo, North Dakota.

cc: NCARB Executive Committee