

**MINUTES FOR BOARD MEETING OF THE NEVADA STATE BOARD OF ARCHITECTURE, INTERIOR DESIGN AND RESIDENTIAL DESIGN
October 18, 2011
Siena Hotel Spa Casino, One South Lake St, Reno, NV 89501**

Tuesday, October 18, 2011

Chairman Bill Snyder called the meeting to order at 9:00 a.m.

Roll Call: Bill Snyder, Larry Henry, Larry Tindall, Greg Erny, Kimberly Ciesynski, George Garlock, John Klai, and JoAnn Oppenheimer. Sean Tanner was excused.

Also in attendance: Gina Spaulding, Executive Director; Louis Ling, Legal Counsel; Betty Ruark, Chief Investigator; Laura Bach, Monica Harrison, and Tammy Bond, staff.

AGENDA ITEM 1 Public Comment

There was no public comment.

AGENDA ITEM 2 Approval of Consent Agenda

Consent agenda included the following:

- A. Approval of Agenda
- B. Approval of Minutes: August 16, 2011 and September 1, 2011
- C. Secretary/Treasurer Report
 - 1. Nevada Architect, Registered Interior Designer and Residential Designer Licensing Statistics
 - 2. Wells Fargo and monthly statements
- D. Ratification of Reciprocal Licenses (see attached list)
- E. Firm Name Approval Requests
 - 1. Gearing Architecture, LTD
 - 2. Three Foot Ninja...a design collective...
- F. Firm Registration Approval Requests
 - 1. STEELMAN PARTNERS LLP
 - 2. CSNA Architects
 - 3. Studio V, LLC
 - 4. NORR Associates
 - 5. Stantec Architecture Inc.
 - 6. Dekker/Perich/Sabatini, Ltd

Architects: Registration by reciprocity

6675	Thomas H. Robson	6725	Eric G. Domeier	6738	Donald E. Stevens
6713	David J. Cochran	6726	Larry Goldberg	6739	Rafal A. Banik
6714	David A. Deppen	6727	William C. McLees	6740	Roger D. Sauerhagen
6715	Derek S. Gunn	6728	Chester J. Richard	6741	Jeffrey W. Allsbrook
6716	Thomas F. Jenkins	6729	Timothy M. Brandon	6742	Stephen L. Dwoskin
6717	Jeff R. Likes	6730	Guy E. West	6743	Pedro A. Juanpere
6718	Gary A. Lundgren	6731	Jim H. Hageman	6744	Bruce T. Fallon
6719	Carolyn G. Jones	6732	Jeffrey W. Ernest	6745	Earl B. Rogers
6720	Jeffrey B. Logan	6733	Rodney L. Armstrong	6746	James H. Croft, Jr.
6721	Karen M. Richards	6734	Jonathan A. Fliege	6747	Scott E. Feltheim
6722	Gary M. Semling	6735	Gregory M. Friesen	6748	David J. Capelli
6723	Thomas N. Smith	6736	Thomas Schermerhorn	6749	Patrick R. Daly
6724	Annette M. Zacherson	6737	Linda G. Snapp		

Residential Designer: Registration by reciprocity

312-P Mark A. Handler

Board members requested agenda items 2F-4 and 2F-5 be pulled from the consent agenda.

Motion: Oppenheimer moved to approve the consent agenda, items 1 through 2F-3 and 2F-6. Motion seconded by Henry.

Vote: All in favor. Motion passes.

AGENDA ITEM 2F-4 Firm name registration approval request: NORR Associates

Motion: Klai moved to approve the firm name registration request for “NORR Associates.” Motion seconded by Garlock.

Klai asked if NORR Associates is an engineering/architectural group. Spaulding confirmed that to be correct.

Vote: All in favor. Motion passes.

AGENDA ITEM 2F-5 Firm registration approval request: Stantec Architecture Inc.

Motion: Klai moved to approve the firm name registration request for “Stantec Architecture Inc.” Motion seconded by Henry.

The firm was originally approved on April 9, 2003. An ownership update was approved on June 9, 2010. The current request was submitted to update the ownership structure of the firm only.

Klai asked staff to research the origin of the name “Stantec.”

Item was tabled for further clarification.

AGENDA ITEM 3 Presentation of Audit results for Fiscal Year End 2011 – Christy Andersen, CPA, Bradshaw, Smith & Co., LLP

Christy Andersen, accountant for Bradshaw, Smith & Co., LLP, presented the Fiscal Year End 2011 audit results to the board.

Motion: Garlock moved to accept the audit results for Fiscal Year End 2011. Motion seconded by Henry.

Vote: All in favor. Motion passes.

AGENDA ITEM 2F-5 Firm registration approval request: Stantec Architecture Inc.

This agenda item was brought back off the table as staff contacted the principals of Stantec Architecture Inc. and found that the firm name Stantec originated from the surname of the founder Don Stanley and the fact that it is a technical engineering firm.

Motion: Klai moved to approve the firm name registration request for “Stantec Architecture Inc.” Motion seconded by Henry.

Vote: All in favor. Motion passes.

AGENDA ITEM 5 Deliberations/Action on applications for registration: Registered interior design

Henry swore in the following individual as a registered interior designer:

1. Lisa M. Krutky 194-ID

Motion: Klai moved to approve the registration of the above referenced individual as a registered interior designer. Motion seconded by Ciesynski.

Vote: All in favor. Motion passes.

AGENDA ITEM 4 Review and approval of the 5-year budget projection from FY 2012-2016

Spaulding presented the budget projection for 2012-2016.

Motion: Garlock moved to approve the 5-year budget projection from FY 2012-2016. Motion seconded by Erny.

Vote: All in favor. Motion passes.

AGENDA ITEM 6A Review and approval of Enforcement Manual – Appendix A

Ruark presented Appendix A of the Enforcement Manual advising the board that enforcement cases were becoming more difficult to resolve informally through settlement agreements due to current economic conditions and requested direction from the board to determine whether the customary penalty amounts are appropriate.

After a lengthy discussion, the board informed staff that penalty amounts should remain the same and should not be raised or lowered due economic conditions. The board agreed that penalty amounts should be based upon the level an individual has held himself out and the level of work that has been performed. The board reaffirmed the importance of staying consistent with penalty amounts for violations of a similar nature.

Because of the hard economic times the board agreed to allow payments to be extended beyond the 2 year timeframe if the respondent cannot afford to pay the full penalty within two years, but the board did not want payments to exceed five years.

Ruark also asked the board to clarify when an individual starts to “practice” architecture, interior design and residential design.

The board said if an individual prepares conceptual drawings for a project then the individual has demonstrated intent and has practiced architecture, interior design and residential design even if the project never gets built. The board further stated that an individual also practices architecture simply by giving “advice and direction.”

In-house counsel, Louis Ling agreed with the board’s opinion and said it was important to look at the intent of the communications. If the individual’s intent is to use his unique knowledge to obtain work in Nevada, then the individual is holding himself out and practicing architecture, interior design and residential design; Ling agreed that an individual does not have to produce anything to be considered practicing, as the individual may be using his unique knowledge to give “advice and direction.” Ling also agreed that even if the project never gets built, the individual has still practiced architecture, interior design or residential design.

The board adjourned for lunch.

AGENDA ITEM 6B-6 Case No. 12-003N – In the matter of Kenneth R. Meffan

The Respondent is alleged to have violated NRS 623.360.1(a)(b)(c) by holding himself out as being qualified to provide architecture and residential design services in Nevada and by engaging in the practice of architecture and residential design in Nevada, without having been issued a certificate of registration.

The board office received an application for Residential Design Registration by Reciprocity from the Respondent. In preparation of the reciprocity interview, the standard background check was performed which revealed the Respondent had two websites: www.kenmeffanarchitect.com and www.naturalarchitect.com. A review of the websites indicates the Respondent had already designed a home in Reno, Nevada and a home in Lake Tahoe, Nevada. There were numerous photographs of the built home located in Reno and numerous computer generated drawings plus a rendering of the Lake Tahoe home located in Nevada.

The Respondent was sent a Notice of Charges concerning this matter and a letter of response was received. The decision was made to offer the Respondent an opportunity to settle the issue informally rather than face a disciplinary hearing before the Board. A settlement agreement and confession of judgment were negotiated. The settlement agreement incorporates a provision for the Respondent to address the board before a decision is made on the settlement agreement, a Non-Admission of Guilt, an Effect on Licensure, Administrative Penalty of \$2,000 and Investigative Costs in the amount of \$2,000. Staff recommends approval of the settlement agreement.

Motion: Garlock moved to approve the settlement agreement. Motion seconded by Klai.

Discussion: Ruark told the board that Meffan, the Respondent, was present to address the board prior to any decisions being made. Ruark explained that Meffan understands that by signing the agreement that he is accepting the terms and conditions but would still like to talk to the board. Ling asked Meffan if he voluntarily entered into a settlement agreement. He said he signed it under prejudice with the intent to be heard by the board. Ling explained that the role of this board today is to either accept or reject the agreement but could not hear any new evidence. Meffan pled to the board to reconsider the fees and penalties and said that if he would have known Nevada did not allow residential design without a license he would not have done it.

Vote: Erny recused himself. Snyder, Garlock, and Klai were in favor. Oppenheimer, Ciesynski, Henry, and Tindall opposed. Motion fails.

Henry suggested an amendment to the settlement agreement to charge \$1,000 for engaging in the practice of architecture and reduce the investigative costs to \$1,000 for a total of \$2,000. Tindall added that the terms of payment should not be more than two years. Garlock stated that he would not support a reduction in staff's investigative costs for this case, the board has never reduced the investigative costs; they are what they are and it is important not to set a precedent by reducing the investigative costs now. If anything is to be reduced, it should be the fine.

Ruark, Ling and Meffan left the room to finalize a renegotiation to present to the board for approval and the item was put on temporary hold. A new settlement agreement was negotiated, accompanied by a new confession of judgment. The settlement agreement will remain the same with the exception of the fine, which was reduced to \$400. The investigative costs of \$2,000 remained in the settlement agreement for a total of \$2,400. The application for Residential Design by Reciprocity can now resume process.

Motion: Klai moved to approve the new settlement agreement. Motion was seconded by Henry.

Vote: Garlock opposed. All others in favor. Motion passes.

AGENDA ITEM 7

Board review and decision regarding implementation of R045-11 draft regulations, board processes, finalize certificate of eligibility and application forms.

Spaulding addressed the board regarding LCB file R045-11 by outlining the board's processes and seeking approval for the final proposed certificate of eligibility and application forms pursuant to SB268 of the 2011 Legislative Session. She told the board she will attend the October 26, 2011 Legislative Commission Meeting to answer any questions they have regarding the proposed regulations or the letter that she sent on behalf of the board regarding the negative impact it will have on sole practitioners and small businesses. She has been speaking with Senator Lee regarding the law and communicated the board's concern to him regarding the unintended consequences of the bill.

She reviewed with the board the following necessary staff actions for implementation of SB 268:

1. Receive/Review application from architect applying for a certificate of eligibility
 - Ensure architect is currently licensed and license is valid.
 - Ensure architect complies with NRS 623.350 and is the resident architect regularly working in the office.
 - Review accountant affidavit and contact accountancy board to ensure accountant is licensed and in good standing.
 - Ensure all applications are complete and legible (application and affidavit).
 - If application meets eligibility requirements, process the certificate, enter the certificate of eligibility information into the certificate of eligibility register and also in the database.
 - Print certificate of eligibility, mail, and file in registrant's file.
 - Post information to website (within one day).
 - Post the names of the architects selected for public works projects (within one day).
2. Renewal of Certificates of Eligibility
 - Coincides with renewal of license.
 - Upon issuance of certificate of eligibility, it becomes part of their license.
3. Other
 - If a design professional submits falsified information for a certificate of eligibility, they will not be eligible for a certificate of eligibility for 5 years.
 - Discuss consequences for submitting falsified information other than ineligibility? Should we notify accountancy board? This issue will be revisited later.
 - Must also maintain register for this, along with re-eligibility dates.
 - Challenges to certificate of eligibility require additional staff action:
 - must review claim and supporting documentation from public unit (or other claimant)
 - within 3 days of the public body make information available pursuant to NRS 338.1725 and DOT per NRS 408.3885 and SB 268.

Erny suggested there be a consequence for falsifying certificate of eligibility forms. Spaulding agreed and said this should be discussed at a future board meeting and the board's decision would be incorporated into the implementation of the processes.

Board members voiced concern over the unintended consequences of this bill and the need for those concerns to be addressed. Spaulding reminded the board to keep in mind that even though the requirements in SB268 to obtain the certificate of eligibility preclude the majority of firms, every qualified registrant can still pursue public works projects. Board members agreed but expressed they would like to have practitioner representation at the October 26th Legislative Commission Meeting to voice concern for the registrants they represent. Erny said he would plan to attend.

Spaulding asked for a motion to approve the proposed certificate of eligibility forms.

Motion: Erny moved to approve the certificate of eligibility forms and processes in place as outlined by Spaulding. Motion seconded by Ciesynski.

Vote: Garlock opposed. All others in favor. Motion passes.

AGENDA ITEM 6B-1 Case No. 08-056N – In the matter of Alicia Williams, Monet Tibbits, and Interior Designs Unlimited, Inc.

Motion: Klai moved to approve the settlement agreement. Motion seconded by Ciesynski.

The Respondents are alleged to have violated NRS 623.360.1 (a)(b)(c) by holding themselves out as being qualified to practice registered interior design and by engaging in the practice of registered interior design, for a project located in Nevada without having certificates of registration issued by this Board.

Staff received anonymous information that the Respondents were working on the Golden Nugget remodel. Further investigation revealed that the Respondents had entered into multiple contracts for various venues within the Golden Nugget Hotel/Casino with the client to provide regulated services and provided services that fall under the practice of a registered interior designer.

The Respondents were sent a Notice of Charges concerning this project and a letter of response was received. The Respondents' case was discussed with Chief Investigator Ruark and the decision was made to offer the Respondents an opportunity to settle this issue informally rather than face a disciplinary hearing before the Board. A settlement agreement and a confession of judgment were negotiated. The settlement agreement incorporated a Guilt Clause, an Effect on Licensure Clause and an Administrative Penalty of \$20,000 plus Investigative Costs in the amount of \$3,500. Staff recommends approval of the settlement agreement.

Board members found the payment agreement terms proposed in the settlement agreement to be below the acceptable threshold.

Vote: All opposed. Motion fails.

The settlement agreement was rejected and the board advised Ruark to renegotiate the monthly payment at no less than \$100 per month. The board said they do not want payment plans to exceed 5 years due to tracking/accountancy concerns and for the sake of consistency.

AGENDA ITEM 6B-2 Case No. 10-042N – In the matter of Larry Mark Tracy, Jr. and Chemical Spaces, LLC

Motion: Tindall moved to approve the settlement agreement. Motion seconded by Garlock.

The Respondent is alleged to have violated NRS 623.360.1(a)(b)(c) by holding himself out as being qualified to practice architecture, interior design and residential design in Nevada, without having been issued a certificate of registration from the Board.

Information was received which indicated that Larry "Mark" Tracy of Chemical Spaces was providing registered interior design services in Nevada. A search of the internet revealed Mr. Tracy's website (www.chemicalspaces.com) which showed multiple photographs of the VIP Pool Suites at the Hard Rock Hotel and Fantastic Four Mega Suites at the Rumor Hotel that he designed. Additionally, Mr. Tracy states on his website that he has completed over 170 interior design projects in Las Vegas; among the projects are gourmet restaurants, high-design bars and hair salons. The investigation revealed that while Mr. Tracy/Chemical Spaces held a C-3 (carpentry) and C-4 (painting & decorating) contractor's license, he was

working outside the scope of these licenses and providing architecture, interior design and residential design services that are regulated by this Board.

The Respondent was sent a Notice of Charges concerning this project and a letter of response was received. The decision was made to offer the Respondent an opportunity to settle this issue informally rather than face a disciplinary hearing before the Board. A settlement agreement and confession of judgment were negotiated. The settlement agreement incorporated a No Contest Clause, an Administrative Penalty of \$15,000 plus Investigative Costs in the amount of \$2,000. Staff recommends approval of the settlement agreement.

Vote: All in favor. Motion passes.

AGENDA ITEM 6B-3 Case No. 11-007N – In the matter of Mimi Wachter, Shawn Wachter, and Wachter Design, LLC

Motion: Klai moved to approve the settlement agreement. Motion seconded by Tindall.

The Respondents are alleged to have violated NRS 623.360.1(a)(b) by holding themselves out as being qualified to provide architecture, interior design and residential design services in Nevada, without having been issued certificates of registration.

The board received a copy of a Craigslist ad from an anonymous source which showed that Shawn Wachter of Wachter Design was offering Architectural Services in Las Vegas. The ad stated in part: *Wachter Design is an independent design firm specializing in tenant improvements, residential improvements, retail design and mixed use projects.* The ad also included a link to www.wachterdesign.com which stated in part: *“With Wachter Design you’ll get the same experience, quality of work, and discipline of a large corporate architecture firm, but without the exorbitant fees, overhead or needlessly large project teams. Wachter Design offers the more intimate and tailored experience of a boutique design firm.”*

Further investigation revealed in addition to www.wachterdesign.com and craigslist.com, Shawn Wachter and Wachter Design were also advertising architectural, interior design and residential design services on LinkedIn, Facebook, Easycontact.deluxehosting.com, SpreadMyAd.com and Pandahi.com.

The Respondents were sent a Notice of Charges concerning this project and a letter of response was received. The decision was made to offer the Respondents an opportunity to settle this issue informally rather than face a disciplinary hearing before the Board. A settlement agreement and confession of judgment were negotiated. The settlement agreement incorporates a Guilt Clause, an Administrative Penalty of \$4,000 and Investigative Costs in the amount of \$1,600. Staff recommends approval of the settlement agreement.

Vote: All in favor. Motion passes.

AGENDA ITEM 6B-4 Case No. 11-025R – In the matter of Gerald G. Brower and Brower & Associates

The Respondent is alleged to have violated NRS 623.185.3 and NRS 623.270.1(f) by practicing architecture in Nevada while his certificate of registration had lapsed.

Staff received a call from the City of Wells inquiring if Respondent was still registered. Further investigation revealed that the Respondent had practiced architecture by making changes to his architectural plans as well as sealing and submitting them to the City of Wells for the City Hall and Bath House projects.

The Respondent was sent a Notice of Charges concerning this project and a letter of response was received. The Respondent's case was discussed with Chief Investigator Ruark and the decision was made to offer the Respondent an opportunity to settle this issue informally rather than face a disciplinary hearing before the Board. A settlement agreement and confession of judgment were negotiated. The settlement agreement incorporated a Guilt Clause, an Effect on Licensure Clause and an Administrative Penalty of \$3,000 plus Investigative Costs in the amount of \$2,000. Staff recommends denial of the settlement agreement based on the Respondent being out of compliance for non-payment of initial payment due to insufficient funds.

Motion: Tindall moved to deny the settlement agreement. Motion seconded by Garlock.

Vote: All in favor. Motion passes.

Enforcement will work towards having him in compliance. Erny inquired as to why his license is inactive. Bach explained that he was informed of what he needs to submit to get his license renewed and that he could not renew until this case is settled. Spaulding said at this point he is a previous registrant with an expired license who cannot renew until perhaps the next board meeting if we have a settlement agreement at which time he will need to pay the renewal fees, late fees, and submit proper CEUs for both years.

AGENDA ITEM 6B-5 Case No. 12-002R – In the matter of Donald “Dustin” Curtis, Curtis Architecture, Inc., One Architecture, PLC, and One Architects and Design Professionals

Motion: Garlock moved to approve the settlement agreement. Motion seconded by Erny.

The Respondent is alleged to have violated NRS 623.270.1(f), NAC 623.740(1), NAC 623.810, Rule of Conduct 3.2 and Rule of Conduct 5.5 when the RESPONDENT advertised architectural services in Nevada using unapproved firm names, inappropriately displayed photographs of Nevada projects and made misleading statements or claims on his One Architecture website.

During the investigation of another enforcement case, staff learned the RESPONDENT was advertising architectural services in Nevada using firm names of Curtis Architecture, Inc. and One Architecture which were not approved by the BOARD. Additionally, a review of the website also revealed the RESPONDENT inappropriately displayed photographs of Nevada projects on for which he was not the architect of record and no credit was given to the architect or design professional of record/firm. The RESPONDENT also made misleading statements or claims on his One Architecture website by showing two individuals as Las Vegas affiliates of One Architecture and listing their specialties as residential, retail and restaurants; and by displaying photographs of a Nevada hotel/casino, office buildings, retail strip centers thereby leading the public to believe these individuals were qualified to practice architecture in Nevada.

The Respondent was sent a Notice of Charges concerning this matter and a letter of response was received. The decision was made to offer the Respondent an opportunity to settle the issue informally rather than face a disciplinary hearing before the Board. A settlement agreement and was negotiated. The settlement agreement incorporates a Neither Admits nor Denies Guilt clause, Administrative Penalty of \$1,500 and Investigative Costs in the amount of \$1,000. Staff recommends approval of the settlement agreement.

Vote: All in favor. Motion passes.

AGENDA ITEM 6C **Discussion and possible decision regarding closure of enforcement cases**

Ruark recommended the following cases, which were investigated, for closure without disciplinary action:

10-028N 11-006N 11-008N 11-009N 11-024R
12-006N

Motion: Tindall moved to close the above-referenced cases. Motion seconded by Klai.

Vote: Garlock and Snyder recused themselves. All others in favor. Motion passes.

AGENDA ITEM 6D **Enforcement report**

There was no report.

AGENDA ITEM 8 **Board review and decision of continuing education waiver requests for Charles Silverman, RID #045-ID, Marc Toma, Arch. #3001 and Mary Kozłowski Vought, Arch. #2407**

The board reviewed the continuing educations requests received from Charles Silverman, Marc Toma and Mary Kozłowski Vought.

Motion: Klai moved to grant Mr. Silverman’s request for an exemption from the 2011 continuing education requirements. Motion seconded by Ciesynski.

Vote: All in favor. Motion passes.

Motion: Garlock moved to grant Mr. Toma’s request for an exemption from the 2011 continuing education requirements. Motion seconded by Oppenheimer.

Vote: All in favor. Motion passes.

Motion: Klai moved to grant Ms. Vought’s request for an exemption from the 2011 continuing education requirements. Motion seconded by Oppenheimer.

Vote: All in favor. Motion passes.

AGENDA ITEM 9 **Board review and decision regarding architect membership list on construction mediation panel**

Larry Henry said he was contacted by a Reno attorney who represents contractors. The attorney is requesting assistance in soliciting for architects interested in serving on a mediation panel. Henry suggested posting a request in the board newsletter for interested architects to contact the board. Board staff would then refer them to the attorney. After some discussion by the board members, the suggestion was made that the AIA who already provides similar services would be a more appropriate entity to refer architects for a mediation panel.

AGENDA ITEM 10A **Memo from NCARB CEO Mike Armstrong regarding Member Board Dues Increase**

Spaulding informed the board that this document regarding member board dues increase does not apply to our board at this point, but is an informational document to be referred to in the future.

AGENDA ITEM 10B **FYI: NCARB News Clips: August 9, 2011 through October 3, 2011**

Spaulding said this item was provided for board members' information.

AGENDA ITEM 10C **FYI: NCARB Fast Facts: August and September 2011**

Spaulding said this item was provided for board members' information.

AGENDA ITEM 11A **Review and decision regarding which board members will attend the November 11-12, 2011 NCIDQ Annual Council of Delegates Meeting in Alexandria, VA**

Spaulding said that since Ciesynski will be NCIDQ President-elect and Klai currently serves as a director for NCIDQ, they will attend the upcoming NCIDQ Annual Meeting. Sean Tanner, as the board's other registered interior designer, indicated that he also planned to attend. Board members were in agreement that with Spaulding and Erny in attendance as well, the board will be well-represented. Spaulding reminded the board members to review their schedules and plan to attend the upcoming WCARB meeting in Seattle, Washington in March 2012.

AGENDA ITEM 11B **Review and decision regarding NCIDQ Bylaw amendment to add a Council of Past Presidents**

After discussion regarding the proposed bylaw amendment, Snyder called for a motion.

Motion: Tindall moved to approve. Garlock seconded the motion.

Vote: All in favor. Motion passes.

AGENDA ITEM 11C **Review and decision regarding the NCIDQ Ballot for the 2012 Slate of Directors**

After discussion regarding the proposed bylaw amendment, Snyder called for a motion.

Motion: Erny moved to approve. Garlock seconded the motion.

Vote: All in favor. Motion passes.

AGENDA ITEM 11D **Report on the NCIDQ Delegates Webinar held September 15, 2011**

Spaulding said the bi-annual webinar was well-attended and contained the usual exchange of information. Spaulding, Tanner, Ciesynski, and Klai were in attendance.

AGENDA ITEM 11E **FYI: NCIDQ White Paper regarding its BEID Pilot Program**

Spaulding said this item was provided for board members' information. Spaulding said she was asked to bring two samples of Nevada interior design applicant binders to the annual NCIDQ meeting.

AGENDA ITEM 11F **FYI: NCIDQ BOD July 2011 meeting minutes**

Spaulding said this item was provided for board members' information.

AGENDA ITEM 11G **FYI: NCIDQ CE Registry press release**

Spaulding said this item was provided for board members' information.

AGENDA ITEM 12 **Residential design issues**

Tindall said the August residential design exam went well but would have liked to have seen more of the candidates pass.

AGENDA ITEM 13 **Executive director report**

Spaulding said renewal packets will be going out to all registrants at the end of October. This is our second year of CEUs with this being the first year of processing structured carryover units. She reported that last quarter there was an increase in reciprocity applications submitted to the board office.

Spaulding said she will be attending the MBE Meeting on behalf of Nevada as well as the Regional Chair's meeting in her capacity as the Regional Executive Director November 2-7 in Washington, DC and the NCIDQ Annual Council of Delegates meeting November 10-13 in Washington, DC.

Spaulding said it is time to update NSBAIDRD's strategic plan written approximately 11 years ago. Our board has accomplished many of the items in the plan with some remaining to be done. Spaulding wants board members to be thinking about what is in the current strategic plan and how the board would like to move forward with updating the plan. An update will reflect that our agency continues to protect the health, safety and welfare of the public, provide excellent customer service and is a good steward of funds, doing all that this agency was formed to do.

Spaulding reminded the board that a suggestion was made at the last public workshop to revive the dormant NCIRC committee. The committee last met in 2009 when the Blue Book was being rewritten. Spaulding asked for suggested names to serve on the committee. Board members suggested Tindall, Tanner and Erny to represent our board on that committee.

Spaulding told the board there have been some recent staff changes. She proposed a title change for Monica Harrison from Executive Assistant to Deputy Director to more accurately reflect her important role within the agency. Spaulding said that Monica often acts on the director's behalf when she is traveling on business representing the board on regional and national issues. In the ten years Monica has been with the board she has grown tremendously, worked on her own to attain a certificate in Computer Technologies, and has had her hands in every facet of board administration. This position is more reflective of the job that she does for the board. Spaulding did not ask for a raise for Monica at this time but stated that once the board is able to give raises to staff, she will be proposing a salary increase for Monica.

Motion: Garlock made a motion to approve. Tindall seconded the motion.

Vote: All in favor. Motion passes.

Spaulding proposed a second staff change for Tammy Bond from Administrative Secretary to a higher job classification with a dual role as Public Information Coordinator/Enforcement Assistant. In the six years

Tammy has worked for the board she has learned a tremendous amount about the agency. Spaulding said that in this position Tammy will train to assist her in bill tracking during legislative sessions and make presentations to students and others with regard to the ARE, IDP, architectural, registered interior design and residential design licensure. After renewal season she will also train with the enforcement division to learn all the functions and duties of enforcement. Spaulding recommended a promotion and salary increase.

Motion: Oppenheimer made a motion to approve. Klai seconded the motion.

Vote: All in favor. Motion passes.

AGENDA ITEM 14 Public information report

Spaulding gave the report as this was Tammy Bond's first full meeting as Public Information Coordinator. She told the board that the first issue of *Focus* Tammy put out was included in the agenda books. Additionally, Tammy has published three other projects posted to the board's website and sent via Magnet Mail under Spaulding's direction.

AGENDA ITEM 15 Election of Officers

Motion: Garlock moved to elect Greg Erny for the position of NSBAIDRD Chairman. Motion seconded by Klai.

Vote: All in favor. Motion passes.

Motion: Garlock moved to re-elect Larry Henry for the position of NSBAIDRD Secretary/Treasurer. Motion seconded by Tindall.

Vote: All in favor. Motion passes.

AGENDA ITEM 16 Items for future agenda

- Review of new CIDA standards and possible update of RID Substantially Equivalent application

AGENDA ITEM 17 Public comment

There was no public comment.

Chairman Snyder adjourned the meeting at 4:15 p.m.

Larry Henry, Secretary/Treasurer

Gina Spaulding, Executive Director