

Approved:

**North Dakota State Board of Architecture and Landscape Architecture**

February 9<sup>th</sup>, 2026, at 1:00 pm via Zoom

**Attendance:**

Board Members: Bobbi Hepper Olson, James Devine, Chris Hawley, Jolene Rieck, and Doug Nelson

Executive Office: Stacy Krumwiede and Mike Krumwiede

Board Attorney: Stacy Moldenhauer

Guest: Melissa Cannata with Amber Book

- Call to Order 1:04 pm by President Bobbi Hepper Olson
- **Enforcement Matters with Stacy Moldenhauer**
  - **Fire Marshal Stamp** – The State Fire Marshal’s Office received plans for a temporary housing project in Ellendale that included a professional stamp from the State of New Mexico, originally issued in 2013. The plans were submitted in North Dakota in October 2025. The Board discussed concerns that the plans may have been submitted by a contractor without the original architect’s authorization and noted that the architect is not currently licensed in North Dakota.  
**Motion/Second/Carried** to direct Stacy Krumwiede to contact the State Fire Marshal’s Office to request additional information, including the identity of the submitting party and a copy of the complete submittal. Doug abstained from the vote.
  - **Brad Walker** – Stacy Krumwiede provided an update that no response has been received to her most recent communication, and no license has been issued.
  - **Jan Mevold** – Both letters that Stacy Moldenhauer sent were undeliverable. Stacy will attempt to send the letters via email. **Motion/Second/Carried to resend the letters via email.**
- **Stone Group Architects** – Stacy Krumwiede reported that a letter was sent to Stone Group requesting the removal of any use or derivative of the term “architect” for individuals who are not licensed in North Dakota and are North Dakota residents. No response has been received to date. **Motion/Second/Carried** to resend the letter via email.
- **Minutes previous meetings**
  - **Motion/Second/Carried to approve minutes from 10.15.25 (regular meeting)**  
(Recorded roll call – all members in attendance voted yea)
- **Financial Matters**
  - Mike Krumwiede presented the financial report including Revenue & Expenses compared to biennium budget and balance sheet to date.  
**Motion/Second/Carried to Approve the Statement of Financial Reports as presented.** (Recorded roll call – all members in attendance voted yea)
- **Executive Director Updates**

- **Records Retention Policy and digitizing** – Staff is waiting on NCARB to possibly assist with storage and help in determining what information needs to be retained. NCARB’s new licensing software may support this.
  - **Reschedule April Meeting Date** – The board decided to update the April meeting date to April 21<sup>st</sup> at 10 am.
  - **Initial License / Experience Requirement** – Stacy Krumwiede reported that she has received a couple of inquiries regarding how initial applicants may satisfy the education requirement without a NAAB-accredited degree through additional professional experience. Stacy will coordinate with NCARB and other jurisdictions to identify available interim guidance for this licensure pathway. Any proposed requirements would be reviewed by the Board for consideration and potential adoption at a future meeting.
- **NCARB/CLARB Update**
    - **CLARB Updates** - Jolene Rieck provided an update on what CLARB is working on including ICOR documents, international practice, and vetting candidates for the next board of directors.
    - **NCARB Resolutions** – James Devine reported that NCARB recently held its Board of Directors meeting. Three resolutions will be presented for a vote by the membership at the Annual Business Meeting; none appear to be controversial. The Board also discussed NCARB’s ongoing pathway to practice discussions. NCARB has issued a call for candidates for the At-Large Director position, and a call for committee assignments is expected to be released soon. The Board also discussed upcoming national meetings.
  - **Building Officials/Fire Department** – Bobbi will continue to work with Doug to provide some resources for architects, building officials, and fire departments. Add to the agenda for a future board meeting.
  - **Future Meeting Dates**
    - April 21, 2026 -Zoom
    - July 22, 2026 – Zoom
    - October 14, 2026 – Zoom
    - January 20, 2027 - Zoom
  - **Adjournment – Motion/Second/Carried to adjourn the meeting** - Meeting adjourned at 2:01 pm.