

Approved:

## North Dakota State Board of Architecture and Landscape Architecture

May 10, 2024, at 8:30 am via Zoom

### Attendance:

Board Members: James Devine, Bobbi Hepper Olson, Chris Hawley, Jolene Rieck, and Doug Nelson  
Executive Office: Stacy Krumwiede and Mike Krumwiede  
Board Attorney: Stacy Moldenhauer

- Call to Order 8:31 am by President Bobbi Hepper Olson
- **Enforcement Matters with Stacy Moldenhauer**
  - **JLG Architects** – Email was sent with an inquiry about JLG Architects. The board discussed the complaint. **M/S/C to have Stacy Moldenhauer send a letter to JLG Architects, noting the century code and administrative rule that were potentially violated as well as the AIA Ethics potential violation. The letter should request a response to the complaint and request the names of individual license holders affiliated with the potential violation. Copy AIA North Dakota on the letter.**
  - **Child Support Request for information** – The board discussed the ND Child Support’s request for licensee personal information and agreed to comply with the request since we can simply run a report and not synch the databased. **M/S/C to provide the minimum amount of information DHH child support is requesting and at the times in which they are requesting the data. Information to be provided in a report form.**
- **Minutes previous meetings**
  - **M/S/C to approve minutes from 1.10.24 (regular meeting)**  
(Recorded roll call – all members voted yea)
- **Financial Matters**

Financial report included Revenue & Expenses compared to biennium budget and balance sheet to date. **M/S/C to Approve the Statement of Financial Report as presented.**  
(Recorded roll call – all members voted yea)
- **Executive Director Updates** – SCG provided licensing statistics to the board as well as a reminder that the Labor Commissioner and noted that Commissioner Svihovec will be attending our July meeting. There was a conflict with the original July date and the board directed Stacy to doodle poll the group for a new July date. The board discussed the NCARB visit to the board meeting in October. Stacy provided an update on the licensing statistics as well as noted the licensure candidate who has applied with a council record obtained with Mutual Recognition Agreement (MRA) with the UK.
- **NCARB/CLARB Update**
  - **NCARB – M/S/C to designate Bobbi Hepper Olson as our voting delegate and James Devine as alternate.** (Recorded roll call – all members voted yea) Stacy Krumwiede will submit the official form
  - **NCARB Elections** – The board discussed the Member at Large Candidates. The board discussed choosing two candidates plus and alternate. The board discussed ranking the top two candidates and selected Kevin Singh and Jakel Sanders as the top two candidates. The third person will be tabled until later and discussed at a special meeting.

- **NCARB Resolutions** – The board will have to schedule a special meeting to discuss resolutions. May 30<sup>th</sup> at 11 am was chosen.
  - **CLARB** – The board discussed the CLARB Meeting and the value of attending these national meetings. Jolene Rieck has been nominated to participate on the CLARB Leadership Advisory Council and will attend the meeting in Buffalo, NY in September. She encouraged anyone to attend that is able.
  - **NCARB Meeting** – The board discussed what to expect at the NCARB ABM and travel logistics.
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- **Future Meeting Dates**
    - July 24, 2024 – Zoom (TBD)
    - October 17, 2024 – In Person at Craftwell
    - January 15, 2025 – Zoom
  - **Adjournment – M/S/C to adjourn the meeting** - Meeting adjourned at 10:26 am.