

Approved:

North Dakota State Board of Architecture and Landscape Architecture

July 23, 2025, at 10:00 am via Zoom

Attendance:

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

Executive Office: Stacy Krumwiede and Mike Krumwiede

Board Attorney: Stacy Moldenhauer

- Call to Order 10:08 am by President Bobbi Hepper Olson
- **Enforcement Matters with Stacy Moldenhauer**
 - **Brad Walker** – The board discussed the reciprocity application for Brad Walker. The board directed Stacy Krumwiede to send another request for information via certified letter. The board established a task force to include Doug Nelson and Jolene Rieck for any follow-up that may be needed.
 - **Reviewing Administrative Rules & Century Code** – Bobbi Hepper Olson reminded everyone to review NCARB and CLARB model law and model rules for anything the board may want to incorporate. Stacy noted that NCARB is in the process of incorporating significant changes to their programming and is anticipating changes to their model documents. Bobbi requested this be added to the next board meeting.
- **Minutes previous meetings**
 - **M/S/C to approve minutes from 4.15.25 (regular meeting) and 5.12.25 (special meeting)**
(Recorded roll call – all members in attendance voted yea)
- **Financial Matters**
 - Financial report included Revenue & Expenses compared to biennium budget and balance sheet to date. The bulk of the income recently came in because licensing renewal fees come in at the very end of the biennium. The board discussed income and expenses. The board also discussed the status of the legal defense funds. **M/S/C to Approve the Statement of Financial Reports as presented.** (Recorded roll call – all members in attendance voted yea) The board requested Mike provide the last 10 years of income at the next board meeting.
 - **M/S/C – To waive the initial application fee for any new licensees who reside in the state for architect and landscape architect applications.** (recorded roll call – all members voted yea)
 - *Note: The board discussed digitizing files currently stored at Jobbers offsite storage and following up with Stacy Moldenhauer about records retention policies. In addition, the board discussed ways in which to recognize new licensees at that AIA Convention and present them with a framed certificate. The board discussed any potential website updates and tools that could be added to the NDSBA website.*
- **Executive Director Updates**
 - **Renewal Update** – Stacy Krumwiede provided an update on the renewal cycle.
- **NCARB/CLARB Update**

- **CLARB Updates** - Jolene Rieck provided an update on the CLARB Resolutions and Elections. She will be voting on the resolutions on August 12th. **M/S/C to direct our voting delegate to cast the ND vote and approve all resolutions. As well as grant permission to adjust the ND vote as necessary based on any new information received. (Recorded roll call – all members voted yea)**
 - **NCARB Resolutions** – James Devine provided a brief update on the NCARB Annual Meeting. He discussed the future of the NCARB core competencies.
- **Election of Officers** – James Devine nominated Bobbi Hepper Olson as President and Chris Hawley as Secretary/Treasurer. **(Recorded roll call – all members voted yea)**
- **Other items:**
 - Bobbi Hepper Olson will work on developing a certificate that can be presented to initial licenses.
 - Bobbi Hepper Olson will work with Doug Nelson on developing information for building officials and fire departments.
 - Jolene Rieck noted that the Nebraska/Dakota chapter of ASLA is hosting a chapter meeting in Fargo on September 12 and 13. Licensure could be a potential topic at the meeting. Jolene will keep the board posted on this meeting.
- **Future Meeting Dates**
 - October 15, 2025 – Zoom
 - January 14, 2026 – Zoom
 - April 29, 2026 -Zoom
 - July 22, 2026 – Zoom
- **Adjournment** – **M/S/C to adjourn the meeting** - Meeting adjourned at 11:16 am.