



Committee Members

Tian Feng, Chair
Denise Campos, Vice Chair
Nilza Serrano
Sylvia Kwan

NOTICE OF TELECONFERENCE MEETING

**The California Architects Board Executive Committee will meet by
teleconference at**

10:00 a.m., on Wednesday, July 29, 2020

NOTE: Pursuant to Governor Gavin Newsom's Executive Order [N-29-20](#), issued on March 17, 2020, this meeting will be held by teleconference with no physical public locations.

Important Notice to the Public: The California Architects Board (Board) Executive Committee (Committee) will hold a public meeting via WebEx Events. To participate in the WebEx meeting, please log on to this website the day of the meeting:

<https://dca-ca.webex.com/dca-ca/j.php?MTID=m18f7856ff977adccef31cac8c59d598a>

Instructions to connect to the meeting can be found at the end of this agenda.

Due to potential technical difficulties, please consider submitting written comments by July 24, 2020, to cab@dca.ca.gov for consideration.

AGENDA

10:00 a.m. to 11:30 a.m.
(or until completion of business)

Action may be taken on any item listed below on the agenda.

- A. Call to Order / Roll Call / Establishment of a Quorum
- B. Chair's Procedural Remarks and Committee Member Introductory Comments
- C. Public Comment on Items Not on the Agenda

The Committee may not discuss or act on any item raised during this public comment section, except to decide whether to refer the item to the Board's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

D. Review and Possible Action on January 31, 2019 Meeting Minutes

E. Review, Discussion and Possible Action Regarding the National Council of Architectural Registration Boards (NCARB) Commitment to Diversity

F. Adjournment

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Committee are open to the public. This meeting will not be webcast.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

This meeting is being held via WebEx Events. The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

Person: Gabe Nessar

Telephone: (916) 575-7202

Email: gabrial.nessar@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

California Architects Board

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5510.15).

HOW TO – Join – DCA WebEx Event

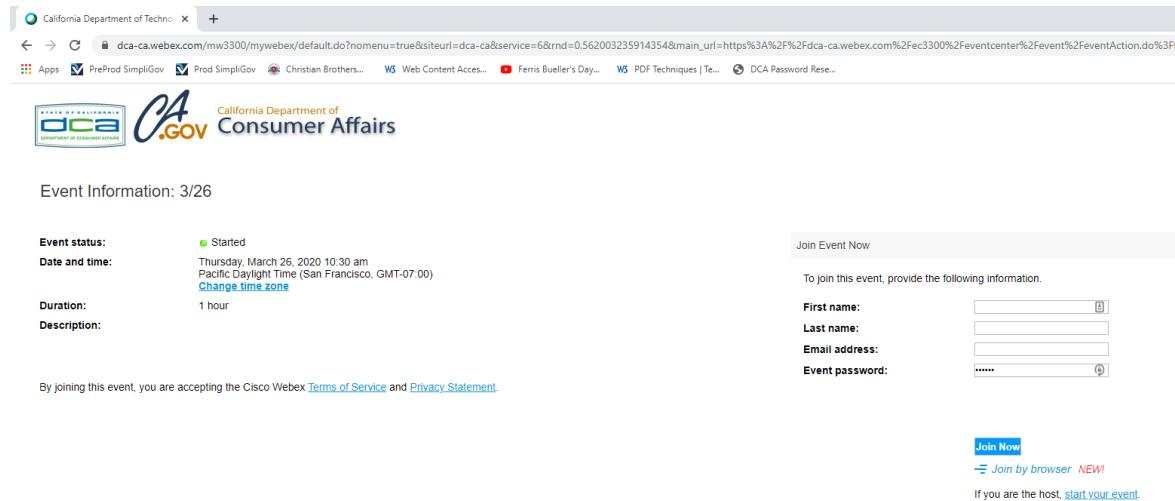
The following contains instructions to join a WebEx event hosted by the Department of Consumer Affairs (DCA).

NOTE: The preferred audio connection to our event is via telephone conference and not the microphone and speakers on your computer. Further guidance relevant to the audio connection will be outlined below.

1. Navigate to the WebEx event link provided by the DCA entity (an example link is provided below for reference) via an internet browser.

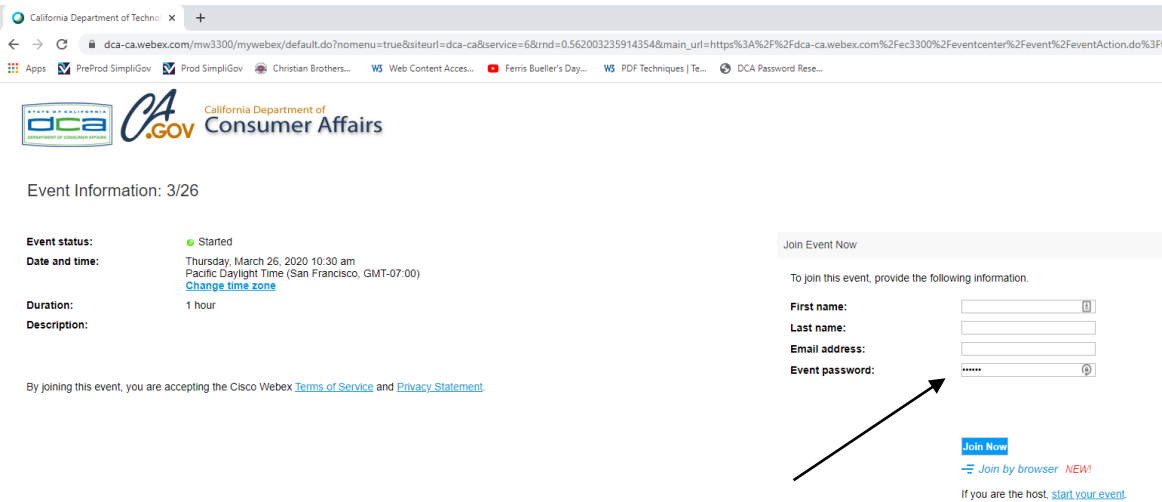
Example link:

<https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=eb0a73a251f0201d9d5ef3aaa9e978bb5>



2. The details of the event are presented on the left of the screen and the required information for you to complete is on the right.
NOTE: If there is a potential that you will participate in this event during a Public Comment period, you must identify yourself in a manner that the event Host can then identify your line and unmute it so the event participants can hear your public comment. The 'First name', 'Last name' and 'Email address' fields do not need to reflect your identity. The department will use the name or moniker you provide here to identify your communication line should you participate during public comment.

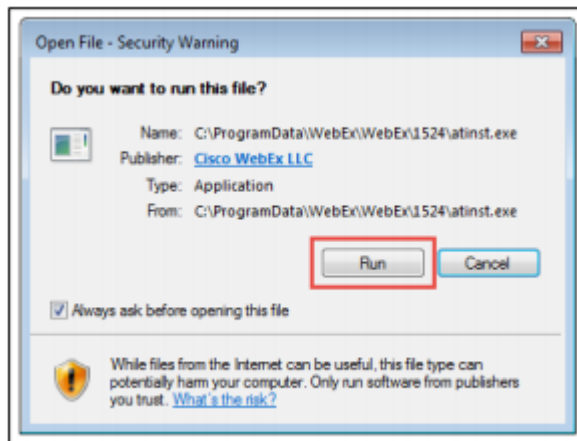
HOW TO – Join – DCA WebEx Event



3. Click the 'Join Now' button.

NOTE: The event password will be entered automatically. If you alter the password by accident, close the browser and click the event link provided again.

4. If you do not have the WebEx applet installed for your browser, a new window may open, so make sure your pop-up blocker is disabled. You may see a window asking you to open or run new software. Click 'Run'.



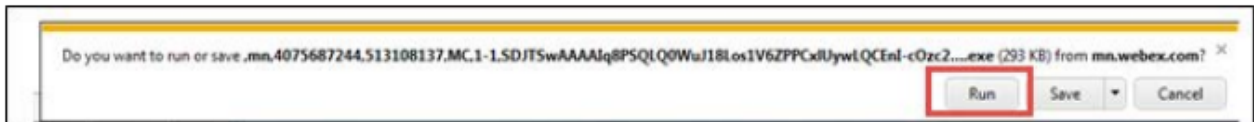
Depending on your computer's settings, you may be blocked from running the necessary software. If this is the case, click 'Cancel' and return to the browser tab that looks like the window below. You can bypass the above process.

Starting Webex...



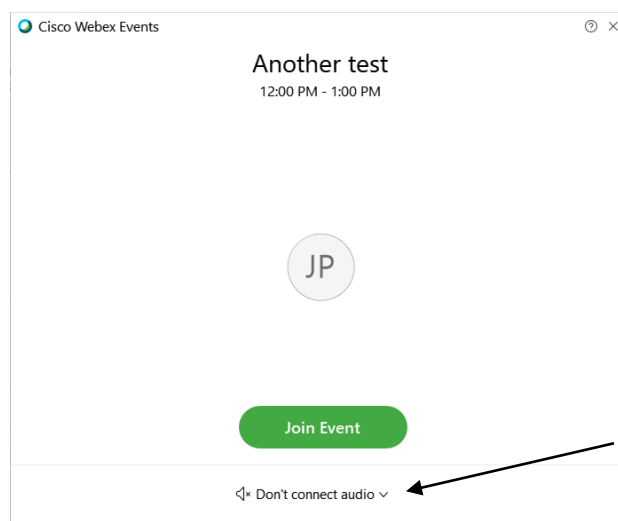
Still having trouble? [Run a temporary application](#) to join this meeting immediately.

5. To bypass step 4, click 'Run a temporary application'.
6. A dialog box will appear at the bottom of the page, click 'Run'.



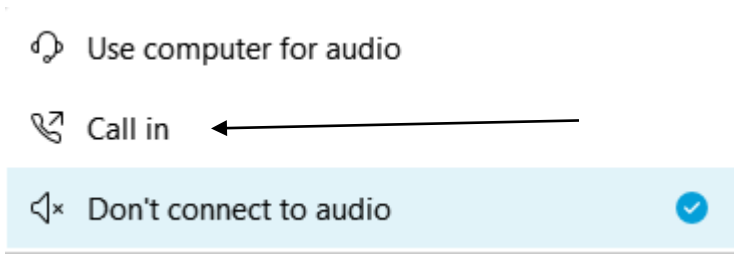
The temporary software will run, and the meeting window will open.

7. Click the audio menu below the green 'Join Event' button.

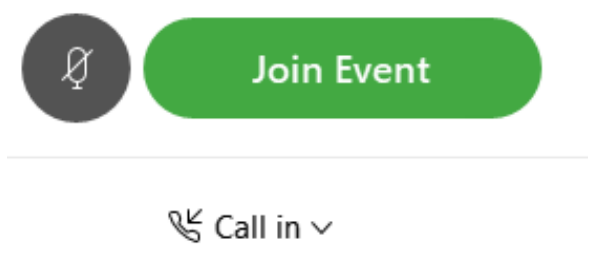


8. When the audio menu appears click 'Call in'.

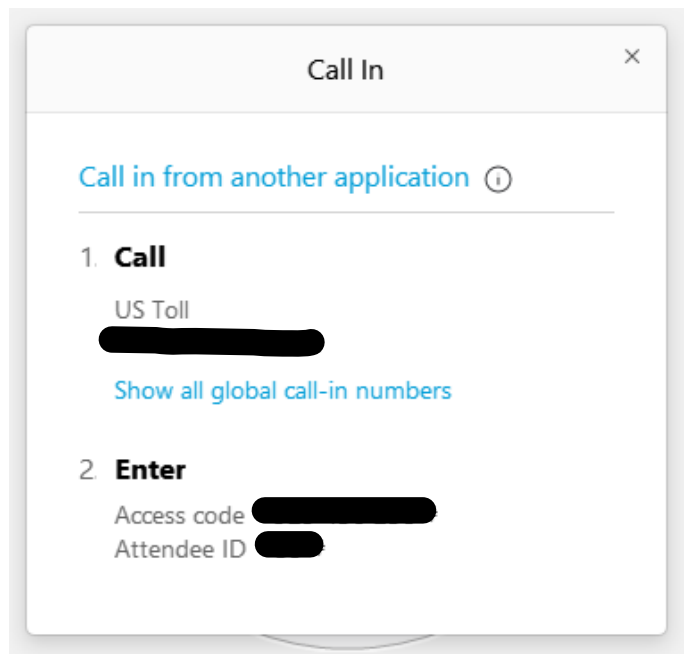
HOW TO – Join – DCA WebEx Event



9. Click 'Join Event'. The audio conference call in information will be available after you join the Event.



10. Call into the audio conference with the details provided.

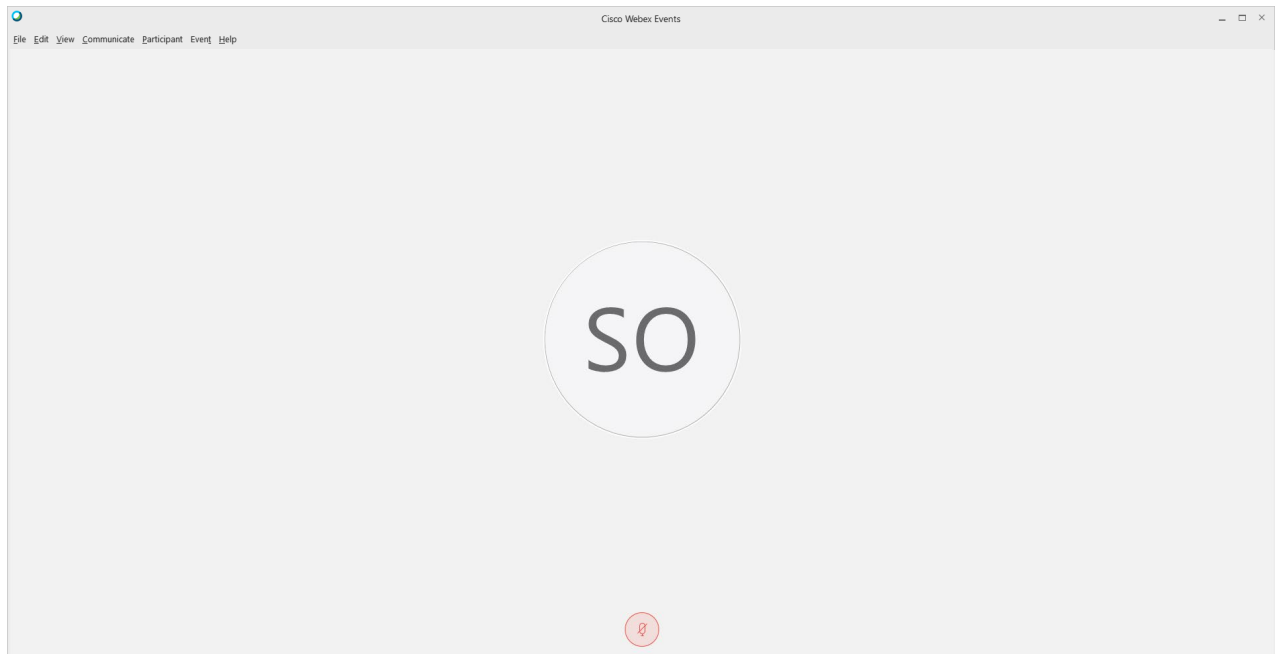


NOTE: The audio conference is the preferred method. Using your computer's microphone and speakers is not recommended.

HOW TO – Join – DCA WebEx Event

Once you successfully call into the audio conference with the information provided, your screen will look like the screen below and you have joined the event.

Congratulations!

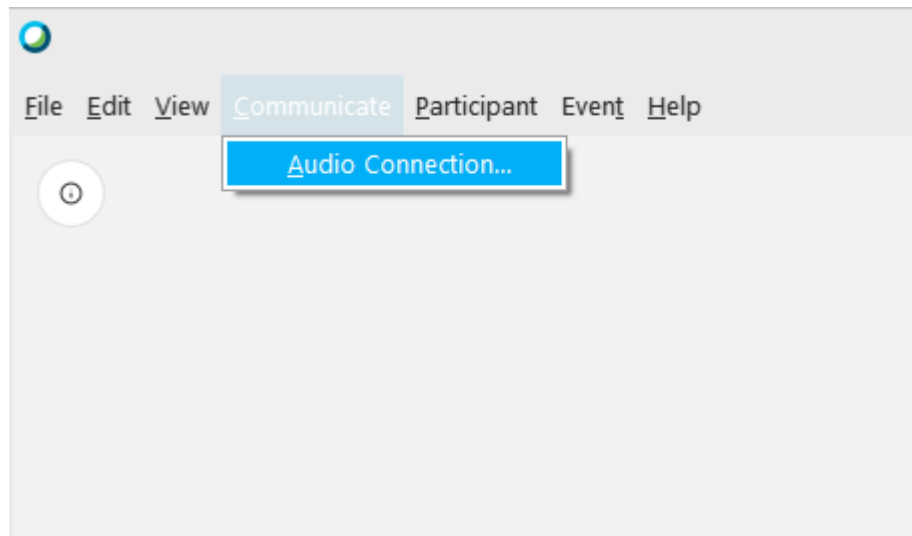


NOTE: Your audio line is muted and can only be unmuted by the event host.

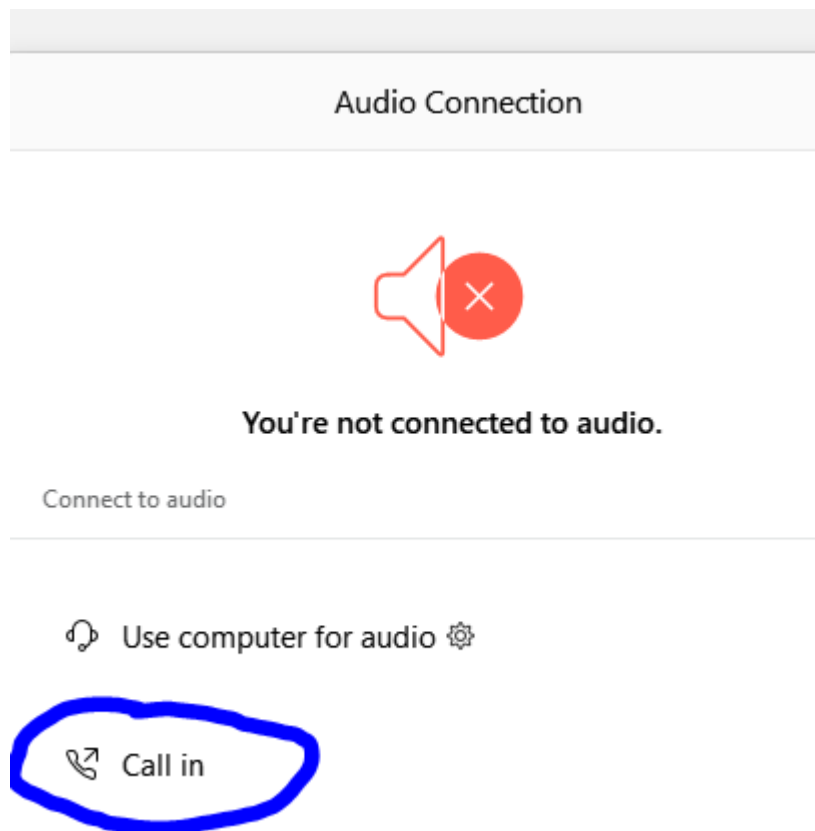
If you join the meeting using your computer's microphone and audio, or you didn't connect audio at all, you can still set that up while you are in the meeting.

Select 'Communicate' and 'Audio Connection' from top left of your screen.

HOW TO – Join – DCA WebEx Event



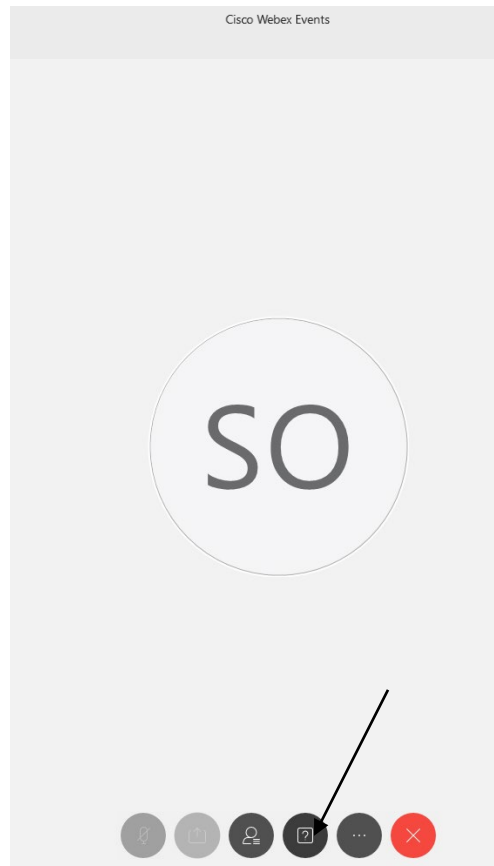
The 'Call In' information can be displayed by selecting 'Call in' then 'View'



You will then be presented the dial in information for you to call in from any phone.

Participating During a Public Comment Period

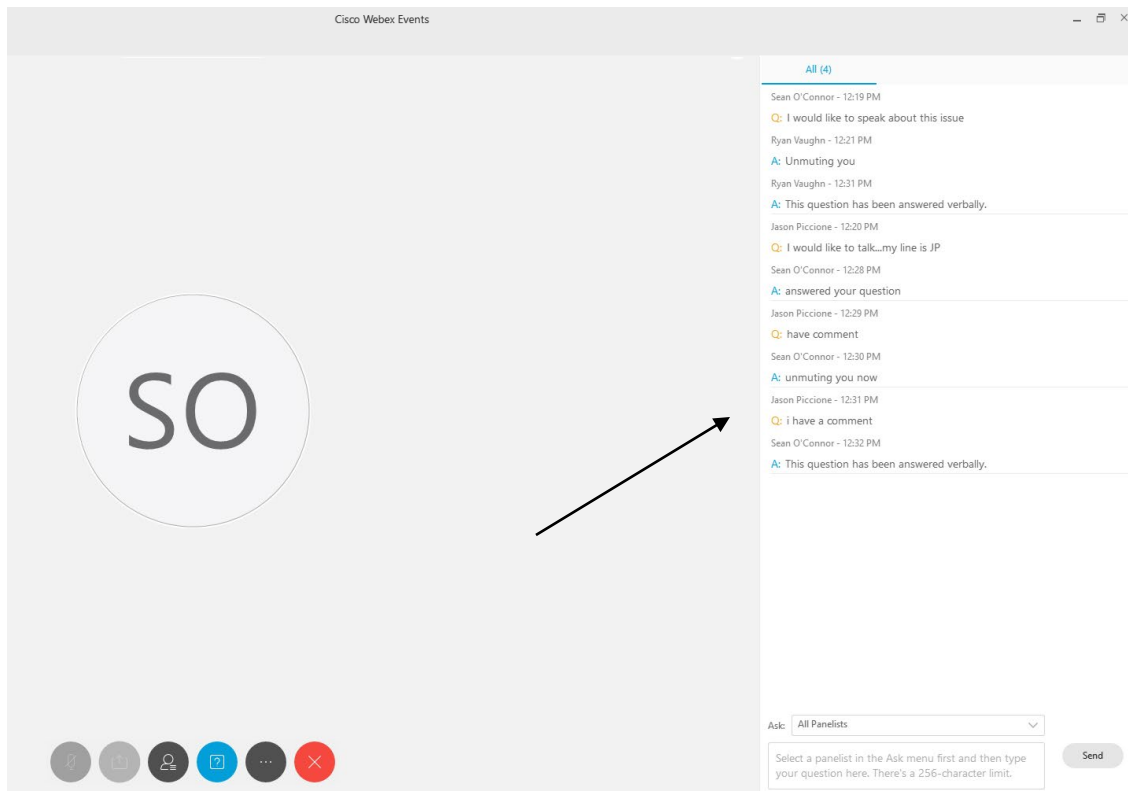
At certain times during the event, the facilitator may call for public comment. If you would like to make a public comment, click on the 'Q and A' button near the bottom, center of your WebEx session.



This will bring up the 'Q and A' chat box.

NOTE: The 'Q and A' button will only be available when the event host opens it during a public comment period.

HOW TO – Join – DCA WebEx Event



To request time to speak during a public comment period, make sure the 'Ask' menu is set to 'All panelists' and type 'I would like to make a public comment'.

Attendee lines will be unmuted in the order the requests were received, and you will be allowed to present public comment.

NOTE: Your line will be muted at the end of the allotted public comment duration. You will be notified when you have 10 seconds remaining.

AGENDA ITEM A: CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

Roll will be called by Vice Chair, Denise Campos, or, in her absence by a member designated by the Chair.

Three members of the Committee constitute a quorum for the transaction of business. The concurrence of five members in attendance during a duly held meeting at which a quorum is established shall be necessary to constitute an act or decision of the Committee.

Committee Members

Tian Feng, Chair

Denise Campos, Vice Chair

Sylvia Kwan

Nilza Serrano

AGENDA ITEM D: REVIEW AND POSSIBLE ACTION ON JANUARY 31, 2019 MEETING MINUTES

Summary

The Committee is asked to review and take possible action on the minutes of the January 31, 2019 meeting.

Action Requested

Approval of the January 31, 2019 Executive Committee meeting minutes.

Attachment

January 31, 2019 Meeting Minutes (Draft)



DRAFT MINUTES
EXECUTIVE COMMITTEE MEETING
JANUARY 31, 2019
TELECONFERENCE

A. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

Committee Members Present

Sylvia Kwan, Chair
Tian Feng, Vice Chair
Pasqual Gutierrez
Nilza Serrano

Board Staff Present

Laura Zuniga, Executive Officer
Vickie Mayer, Assistant Executive Officer

Guests Present

Cesar Altamirano, Graphic Designer, Department of Consumer Affairs (DCA), Office of Publications, Design & Editing (PDE)
Gary Chazen, DCA PDE Manager
Rick Wong, Graphic Designer, DCA PDE

Committee Chair Sylvia Kwan called the meeting to order at 10:38 a.m., and Vice Chair Tian Feng called roll. Three members of the Committee constitute a quorum for the transaction of business. There being four members present at the time of roll, a quorum was established.

B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

There were no comments from the public.

C. REVIEW AND POSSIBLE ACTION ON MAY 16, 2018 EXECUTIVE COMMITTEE MEETING MINUTES

Ms. Kwan asked for comments concerning the May 16, 2018 Executive Committee Meeting Minutes.

- Nilza Serrano moved to approve the May 16, 2018 Executive Committee Minutes.
- Tian Feng seconded the motion.
- Member Feng and Chair Kwan voted in favor of the motion. Members Gutierrez and Serrano abstained. The motion passed 2-0-2.

D. DISCUSS AND POSSIBLE APPROVAL OF A NEW CALIFORNIA ARCHITECTS BOARD LOGO

Laura Zuniga introduced this item and stated that it arose from a meeting with DCA's Office of Public Affairs' staff to discuss services they can provide to the Board. Ms. Zuniga summarized how the two logo options shared with the Committee were developed. Ms. Kwan asked about the existing Board logo, and whether the seal used is specific to the Board, or if it is a state seal. Ms. Zuniga stated that it was the state seal. Mr. Feng stated that his concern that the proposed logos do not reflect what the Board stands for, in part because the proposed logos do not have the accompanying text as contained in the existing logo, and that the state seal is more reflective of the Board.

Gary Chazen gave an overview of PDE's design process and discussed other DCA logos.

Pasqual Gutierrez stated that he preferred Option 1 over Option 2 but preferred the font in Option 2. Ms. Serrano stated that she also preferred Option 1, it would be easier to make the design small or large. With some designs, the vision behind the design can be lost when it shrinks down. Mr. Feng said he would like to see a more defined form, perhaps with wording, and see color options.

After viewing other DCA logos, Ms. Kwan commented that she liked the California Acupuncture Board's design best. The font is nice and contemporary, and the design is not too literal, but it looks good. She said Contractors State License Board's (CSLB's) logo is too literal, and nothing is left to the imagination. She believes Option 1 is more evocative, and that Option 2 is too retro. She believes the Landscape Architects Technical Committee's (LATC's) logo is the least effective of the DCA logos, due to the amount of text included.

Ms. Serrano said that whatever font is selected should be something that can represent the Board for years to come.

Cesar Altamirano described the concept behind Option 1, which he designed. It is intended to blend classical and modern; the font represents more classical elements and the image is modern. He believes it would be less effective with a different font, and that design staff reviewed and sampled many options before presenting this one. Mr. Gutierrez commented that he appreciated the explanation, and that he would like to see an even more progressive design, which could possibly be achieved through balancing the weight of the lines. Mr. Altamirano suggested the use of color could make it more progressive.

Ms. Kwan directed staff to work with Option 1 and develop a few variations, for the Board to approve at the February meeting.

E. REVIEW, DISCUSS AND POSSIBLE ACTION ON CALIFORNIA ARCHITECTS BOARD MEMBER ADMINISTRATIVE MANUAL

Ms. Zuniga presented this item. The Board approved a substantially revised Manual at the September 2018 Board meeting, as the Legislature requested an updated copy be included in the Board's Sunset Review Report, which was due December 1, 2018. Due to that deadline, the

Board did not have the opportunity to make changes to the Manual, and Ms. Zuniga had suggested that going forward, the Executive Committee review the Manual every two years.

Mr. Feng asked whether there was a policy on Board members having business cards. Vickie Mayer pointed out the section in the Manual, which gives Board members the option of having cards. Mr. Feng stated that he believed if Board members do have Board business cards, those cards should only contain Board contact information, and not the member's personal information, as adding personal contact information could undermine the Board's function. He asked about Board members having Board email addresses, and Ms. Zuniga suggested staff could check with DCA. Ms. Mayer added that the Board has a general email address, which Board members could include on a business card. Ms. Serrano stated that she has no concern with having personal email and contact information on the business cards. As a Board member, she wants to be accessible. Ms. Kwan added that she felt the current policy is sufficient, as adding personal information to a business card is optional.

Mr. Gutierrez suggested updating the information under the Mission section of the Manual. Mr. Feng asked whether that could be revised outside of strategic planning. Ms. Mayer stated that she believed the Board did amend the mission statement during the strategic planning session in December 2018. Ms. Zuniga said this section in the Manual could be updated after the Board adopts a new plan at the February Board meeting, to reflect the new plan. Mr. Gutierrez also suggested deleting the word "familial" from the following sentence: "Board members shall not use their positions on the Board for personal, familial, or financial gain," as he believed that it was adequately covered by the ban on personal gain. Under the Public Comment section, he suggested specifying that the reasonable time limits the Board President may set relate to the amount of time allowed for public comments. Mr. Gutierrez also suggested adding a copy of the Bagley Keene Open Meeting Act, to give members the opportunity to become more familiar with its requirements. Ms. Zuniga agreed this would be a good addition.

Mr. Feng also asked whether the state's ban on travel to certain states should be included for reference in the paragraph on out of state travel. Ms. Mayer suggested adding a link to the policy, so the most recent version of the ban will be available. Ms. Zuniga agreed this would be a good addition.

F. ADJOURNMENT

The meeting adjourned at 11:43 a.m.

**AGENDA ITEM E: REVIEW, DISCUSSION AND POSSIBLE ACTION
REGARDING THE NATIONAL COUNCIL OF
ARCHITECTURAL REGISTRATION BOARDS (NCARB)
COMMITMENT TO DIVERSITY**

Summary

The Committee is asked to review and discuss NCARB's diversity efforts. The Committee will hear from Michael Armstrong, CEO of NCARB.

Action Requested

None.

Attachment

A summary of NCARB bylaws and relevant policy statements.

A Summary of NCARB Bylaws and Relevant Policy Statements.

At the June 5, 2020 Board meetings during discussion of an item about the NCARB Board of Director (BOD) candidates, members asked for additional information on BOD elections, the committee volunteer process, and the means by which to suggest changes to NCARB.

Following is a summary and relevant provisions from the NCARB Bylaws.

Resolutions

Article IV - Section 5: All resolutions to be considered at any meeting of the Council, except those submitted by the Board of Directors, those submitted by Select Committees and those of the laudatory type, shall be submitted to the Regional Leadership Committee not later than 75 days prior to the day at the Annual Business Meeting at which the resolution is to be considered. The Regional Leadership Committee shall review each resolution submitted by Regions and Member Boards for conformity with the Council Bylaws and may recommend to the author of any resolution such changes as are deemed advisable for the purpose of clarity and to avoid duplication... The Council shall distribute all resolutions, except laudatory resolutions, to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. If the Board of Directors discloses its position to the Council, the vote of the Board of Directors shall be disclosed at the same time.

ARTICLE VII —THE BOARD OF DIRECTORS SECTION 1. Membership. The Board of Directors shall be comprised of the Elected Officers of the Council, one Regional Director from each Region, the immediate Past President, one Member Board Executive Director, and one Public Director.

SECTION 2. Qualifications and Limitations. A candidate for election to any Director position shall, at the time such person is nominated: (i) be a citizen of the United States; (ii) have served at least two (2) years as a member of a Member Board; or, in the case of a candidate for the position of Member Board Executive Director, have served at least two (2) years as an Executive Director; (iii) be a current member of a Member Board; be a past member of a Member Board whose service as a member ended no more than one year before nomination; be an officer of a Region; be an incumbent Director; or, in the case of a candidate for the Member Board Executive Director, be a current Executive Director; and, (iv) in the case of candidates who are architects, hold an active NCARB Certificate.

An individual shall qualify to serve as the President/ Chair of the Board during the one-year period immediately following his or her term as First Vice President/President-Elect.

SECTION 5 - Nomination and Election of Directors - . Any person qualified to serve as an Elected Officer (other than President/Chair of the Board) may be nominated by declaring his or her candidacy at the time election for such office begins at the Annual Business Meeting.

ARTICLE VIII—OFFICERS SECTION 1. Elected Officers. The Elected Officers of the Council shall be the President/Chair of the Board, the First Vice President/President - Elect, the Second Vice President, the Treasurer, and the Secretary.

Article XII - Committees - SECTION 5. Committee Membership. In accordance with Article VIII, Section 2, the President/Chair of the Board shall select the members of all Committees subject to approval by the Board of Directors. Except as otherwise specifically provided in these Bylaws, the President/Chair of the Board shall select the Chair of each Committee. The terms of all Committee appointments shall be for one year, during the President/Chair of the Board's term in such capacity, except as otherwise approved by the Board of Directors. Any unfilled or vacant Board Committee positions shall be filled in accordance with the regular procedures for appointment. The Board of Directors may at any time, by the affirmative vote of a majority of the Directors then in office, discontinue a Board Committee or Advisory Committee other than those established by these Bylaws (which may only be discontinued by amendment of these Bylaws), and make any changes in a Committee's membership without regard to the terms of appointment of the Committee members.

Diversity

NCARB's virtual Annual Business Meeting included continued discussion of NCARB's efforts in the area of diversity, equity and inclusion. Following are NCARB's Policy on Diversity, and its Commitment to Diversity.

NCARB's Policy on Diversity

Policy for Diversity (Reviewed 4/15)

This Policy on Diversity is designed to encourage consideration of underrepresented groups when the NCARB Board of Directors or the Council membership selects individuals to participate on Boards, Committees or other organizational components. The Board of Directors recognizes that historically, the field of architecture has not reflected our national diversity in the population of its schools, professional practice, and consequently in representation in professional organizations. Additionally, while the number of women and minorities in architecture has increased, their involvement in the leadership of professional organizations has lagged behind this increase. The Board of Directors strongly encourages efforts to recruit and reflect a greater diversity in participants at the national, regional, jurisdictional and committee levels. The creation of an architectural licensure community that honors, respects and welcomes diverse backgrounds in its leadership will expand and enrich the dialogue on how to develop the regulations and policies that protect the Health, Safety, and Welfare of the Public in architectural practice.

NCARB's Commitment to Diversity

Issued by NCARB in 2018

The National Council of Architectural Registration Boards (NCARB) Board of Directors and Chief Executive Officer endorse a sustained commitment to improving diversity among NCARB staff, volunteer committees, and the 54 licensing boards.

The path to NCARB leadership starts when a governor or other appointing authority selects an individual to serve on a jurisdictional licensing board. Licensing board service is a prerequisite for election to NCARB leadership, while service on NCARB committees draws from a broader pool at the discretion of the incoming NCARB president.

In recent years, NCARB has worked to diversify its volunteer pool to emphasize diversity of gender, race, geography, age, perspective (architect vs. non-architect), and physical ability. To do this, the volunteer pool beyond those serving on licensing boards has been enlisted to provide an expanded population with more diversity potential. This effort has also been accompanied by a more focused inclusion of public members and Member Board Executives. The expanded population includes recently certified architects, alumni from NCARB Think Tanks composed of licensure candidates and recently licensed architects, and outreach to the National Organization of Minority Architects (NOMA). We hope that many in this larger pool might be appointed to their respective jurisdictional boards. The comments in this statement are designed to reinforce and amplify the NCARB Board of Directors' Policy for Diversity.

Because of the above efforts, our committee composition today is more diverse with a continued focus on preserving our momentum. Similarly, the composition of NCARB staff departments benefits from a diverse talent pool in the greater Washington, DC, area. NCARB can directly control these two areas of volunteer and staff composition.

While diversity at the licensing board level is largely controlled by governors or other appointing authorities, more can be done to influence the appointment process. We renew our request to the profession at-large, including existing licensing board members and AIA state components, to recruit and promote for consideration a more diverse pool of future licensing board members who can then run for NCARB leadership positions. And internally, we will strive to more fully utilize existing licensing board members who bring the perspective of under-represented groups.

We believe a commitment to diversity is also a commitment to access. Accordingly, our key programs have all undergone significant transformation to create a more credible licensure path that includes alternatives for meeting experience requirements and post-licensure certification. Perhaps most significantly, the Council's Integrated Path to Architectural Licensure, known as IPAL, creates an opportunity in over two dozen programs in 21 schools to complete experience and examination requirements before graduation. Access to licensure early in one's career provides a financial head start and maximizes flexibility and practice options.

There is more to be done. NCARB is justifiably proud of being the first U.S. professional architectural organization to elect a woman, and the first to elect an African American, as its presidents. Our culture is ready to embrace and encourage a refreshed pool of talent for its next century, from all places and perspectives. We encourage everyone to seek opportunities to promote the selection of diverse voices to fulfill the mission of protecting the public.