



THE MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

BOARD MEMORANDUM

April 4, 2016

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Mary Deeg, CID, Board Chair

SUBJECT: **April 1, 2016 BOARD MEETING MINUTES**
GOLDEN RULE BUILDING, Suite 295 (2nd floor)
10:30 AM

The Board held its regularly scheduled meeting on the above-mentioned date, time and location.

- 1) QUORUM CALL
Mary Deeg, CID, Chair
Robert Gunderson, LA, Vice Chair **(ABSENT)**
Dennis Martenson, PE, Secretary
Peter Miller, PSS, Treasurer
Carl Peterson, CPA, PM, Immediate Past Chair
Tanya Digiovanni, CAP-OM, PM **(ABSENT)**
Dave Fisher, CBO, PM
Terry Groshong, Architect
Jim Grube, PE
Darcy Hield, CID **(ABSENT)**
Wayne Hilbert, Architect
Nirmal Jain, PE
David Krech, PE **(ABSENT)**
William Kuretsky, BS, MME, JD, PM **(ABSENT)**
Robin Mathews, LS
Daniel Murphy, PE
Margaret Parsons, Architect
Marjorie Pitz, LA
Keith Rapp, PG
John Swanson, Deputy State Fire Marshal, PM
Paul Vogel, LS

OTHERS:

Doreen Frost, Executive Director
Andrea Barker, Assistant Executive Director
Lynette DuFresne, Investigator
Kay Weiss, Communications Specialist
Sydney Ceelen, Student Worker

GUESTS:

Paul May, Architect, Former Board Member

- 2) WELCOME TO NEW BOARD MEMBERS AND INTRODUCTIONS
Welcome to Paul Vogel, Meg Parsons and Darcy Hield. Congratulations to Bob Gunderson and Dan Murphy on their reappointments to a second term.

Mary Deeg presented Paul May with a plaque recognizing his 8 years of service to the Board.
- 3) READING AND APPROVAL OF FEBRUARY 26, 2016 MEETING MINUTES
MSP: To approve the February 26, 2016 meeting minutes.
- 4) COMPLAINT COMMITTEE REPORT (T. GROSHONG, Committee Chair)

- 5) CLOSED SESSION
 - A) Disciplinary Matters
 - In the matter of Mark Forbes, Architect, License #17452, the Board issued a *Stipulation and Order*.
Dan Murphy recused himself from discussion and vote.
 - In the Matter of Stanley J. Ross, Architect and CID, License #24982 and Certificate # C01149, the Board issued an *Order to Vacate Suspension of License and Certificate*
 - In the Matter of Erik J. Tomlinson, Professional Geologist, License #46739, the Board issued an *Order for Suspension of Professional Geologist License*.
 - B) Petition for Variance - None
- 6) CREDENTIALING COMMITTEE REPORT (N. JAIN, Committee Chair)
 - A) Continuing Education Audit – the Committee will begin its audit after renewals are completed.
 - B) Strategic Planning – the Committee held discussion regarding improving the Board’s outreach activities.
- 7) RULES COMMITTEE REPORT (M. PITZ, Committee Chair)
 - A) Rules of Professional Conduct – Discussion held regarding potential changes to the Rules of Professional Conduct.
 - B) Next Rule Package – Language will come to the full Board for discussion.
 - C) Certification and signature of electronic 3D models – Discussion held.
- 8) ALACID SECTION REPORT (J. SWANSON, Committee Chair)
 - A) NCARB Regional Summit – Terry Groshong, Wayne Hilbert and Andrea Barker attended. Final resolutions will come before the Board for discussion prior to the NCARB Annual Meeting.
 - B) CLARB Annual Meeting
MP: To authorize attendance of 3 Board members and the Executive Director to the 2016 CLARB Annual Meeting.
 - C) Integrated Path to Licensure – discussion held and changes will be included in the next rule package.
- 9) ELSGEO SECTION REPORT (K. RAPP, Committee Chair)
 - A) Motions for voting on resolutions at annual meeting – language for future motions discussed.
 - B) NCEES Annual Meeting
MP: To authorize attendance of up to 6 Board members and the Executive Director to the 2016 NCEES Annual Meeting.
 - C) Engineering Experience Rules – continued discussion for inclusion in next rule package.

- 10) EXECUTIVE COMMITTEE REPORT (M. DEEG, Chair)
 - A) MARCH 11, 2016 MEETING MINUTES
 - Strategic Plan – Thank you to Kay Weiss for her hard work in pulling together a concise, visually pleasing document.
 - B) APRIL 1, 2016 MEETING
 - Strategic Plan – Discussed final changes and direction for moving forward.
 - Next Rule Package – will include 12 topics.
 - New Member Orientation – Doreen Frost will meet individually with the new Board member. Mentors were assigned.
 - Complaint Process – a letter and Complaint Brochure will be mailed to all licensees and certificate holders with their renewal license card.

- 11) TREASURER’S REPORT (P. MILLER, Treasurer)
 - A) Budget and Revenue Reports – the Department of Commerce assists us with these reports.

- 12) EXECUTIVE DIRECTOR REPORT (D. FROST, Executive Director)
 - A) Renewals open April 4, 2016 – thank you to those Board members who tested the online renewals. Your feedback was valuable. Some of the professional societies have announced the renewal date to their membership. Postcard notifications will be mailed to all licensees and certificate holders on April 4.
 - B) Statute/Rule books – the Executive Committee authorized mailing the Board’s statute and rule books to each code official along with a letter describing the complaint process and requesting their assistance.
 - C) Staffing Update – we will be hiring student workers this summer to assist with renewals and other clerical duties. Sydney Ceelen has been working with us for the past 12 weeks and has been extended for an additional 12 weeks.

- 13) UNFINISHED BUSINESS
 - A) Strategic Plan
 - Send any comments/changes to Kay Weiss
 - The Committees assigned to each goal will take charge of that particular goal and seeing it through to completion.
 - The summary page (1st page of the document) will be posted on the Board’s website.

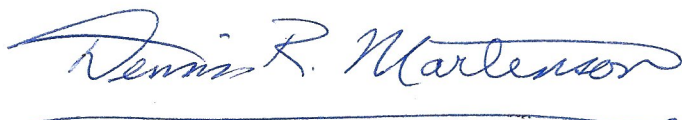
- 14) NEW BUSINESS
 - A) Rule Package – Authorizing Resolution

MSP: To authorize publication of the Request for Comments in the State Register for rule package R-4374.

- B) Board Elections and Board Member Interest Questionnaire – submit your committee preferences and desire to be placed on the ballot for the Executive Committee no later than April 29, 2016. Elections will be held at the May 19, 2016 Board meeting. The newly elected Executive Committee will meet after the Board meeting to make committee assignments.
 - C) New Licensee Report
MSP: To accept the New Licensee Report.
 - D) Newsletter: *The Communicator* – The next issue is at the printer and will be mailed toward the end of April.
- 15) PUBLIC COMMENT
None
- 16) ADJOURN

Next Meeting: Friday, May 19, 2016

cc: Professional Societies and Interested Parties



Board Secretary