



MINNESOTA BOARD OF
ARCHITECTURE ■ ENGINEERING ■ LAND SURVEYING
LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

OCTOBER 12, 2017

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Dennis Martenson, PE, Board Chair

SUBJECT: **OCTOBER 12, 2017 BOARD MEETING MINUTES**
GOLDEN RULE BUILDING, Suite 295 (Second Floor)
10:30 – 12:00 PM

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

1) QUORUM CALL

Dennis Martenson, PE, Chair

Terry Groshong, Architect, Vice Chair

Robert Gunderson, LA, Secretary

Nirmal Jain, PE, Treasurer

Dave Blume, PE

Rachel Dwyer, PM

Eric Friske, JD, PM

Darcy Hield, CID

Wayne Hilbert, Architect

David Krech, PE

William Kuretsky, MME, JD, PM

Robin Mathews, LS

Daniel Murphy, PE

Meg Parsons, Architect

Marjorie Pitz, LA

Keith Rapp, PG

Claudia Reichert, CID

Jody Rooney, PM

David Stenseth, CPA, PM (ABSENT)

Paul Vogel, LS

Robert Whitmyer, PSS (ABSENT)

Others Attending:

Christopher Kaisershot, Assistant Attorney General

Doreen Frost, Executive Director

Andrea Barker, Assistant Executive Director

Emily Grimm, Investigator

Kay Weiss, Communications Specialist

Leama Sather, Board Staff

GUESTS:

None

- 2) INTRODUCTIONS
 - Reading of the Board Mission Statement

- 3) READING AND APPROVAL OF AUGUST 17, 2017 BOARD MEETING MINUTES
 - MSP: To approve the August 17, 2017 Board meeting minutes.**

- 4) COMPLAINT COMMITTEE REPORT (R. Mathews, Committee Chair)
 - A) The Complaint Committee requested a closed session
 - MSP: To close the meeting to review disciplinary matters.**

- 5) CLOSED SESSION
 - A) Disciplinary Matters
 - i) In the matter of Richard Mandell, Landscape Architect, License #54483, the Board issued a Stipulation and Order. **(ATTACH. 5Ai – distributed at meeting)**
 - ii) In the matter of the Dirk Lohan, Architect, License #20526, the Board issued an Order for Suspension. **(ATTACH. 5Aii – distributed at meeting)**
 - iii) In the matter of Erik Tomlinson, Professional Geologist, License #46739, the Board issued an Order for Suspension. **(ATTACH. 5Aiii – distributed at meeting)**
 - B) Request to open the meeting
 - MSP: To open the meeting.**

- 6) STRATEGIC PLANNING (K. Weiss) **(ATTACH. 6A – distributed at meeting)**
 - Hand out, presentation, and discussion on the Strategic Plan

- 7) RULES COMMITTEE REPORT (D. Hield, Committee Chair)
 - A) Rules of Professional Conduct discussion held; carried to next meeting

- 8) CREDENTIALING COMMITTEE REPORT (D. Krech, Committee Chair)
 - A) Accreditation Board for Engineering and Technology (ABET) and National Architectural Accrediting Board (NAAB) accreditation was discussed
 - B) Cure Period Submission
 - MP: To approve the submittal of course needed to close the audit on the licensee.**
 - C) Outreach Reports - discussed

- 9) ALACID SECTION REPORT (M. Parsons, Section Chair)

- A) Discussion held on age requirement for licensure. Eliminating minimum age for licensure should be included in next statute change legislation
 - B) CLARB Annual Meeting report
Minnesota voted to adopt the Revised Model Law
 - C) **MP: To authorize new Board members to attend the FY18 NCARB/CLARB New Member Board Orientation in February 2018**
 - D) NCARB Tri-National agreement – discussion held
 - E) Proactive statute changes – discussion held. Carryover to next meeting
- 10) ELSGEO SECTION REPORT (P. Vogel, Section Chair)
- A) **MP – To approve the Resolution to be presented to ASBOG to create and maintain a national discipline database.**
 - B) **MP – To support Nirmal Jain, PE, nomination for NCEES Central Zone Vice President and NCEES President Elect.**
 - C) NCEES Annual Meeting Report – discussed
 - D) Unmanned aerial vehicles – discussion held
- 11) EXECUTIVE COMMITTEE REPORT (D. Martenson, Chair)
- A) Strategic Plan was discussed.
 - B) Internal controls
 - i) File Net improvement were discussed
 - ii) Modifications to media to include disclaimers regarding relationship to national organizations.
- 12) TREASURER’S REPORT (N. Jain, Treasurer)
- A) Presentation and discussion on the Budget and Revenue Reports
- 13) EXECUTIVE DIRECTOR REPORT (D. Frost, Executive Director)
- A) Welcome to Emily Grimm, Board Investigator
- 14) UNFINISHED BUSINESS
- A) Update on Rule Package (A. Barker)
 - i) It will published in the State Register on November 6, 2017
 - ii) The hearing is scheduled for January 17, 2018
 - B) Overview of Laws and Rules process - discussed.
- 15) NEW BUSINESS
- A) Draft 2018 Board Meeting schedule for approval
MSP: To approve the 2018 Board Meeting schedule.

- B) Biennial Report Overview - discussion and reminder to track hours of time spent on Board activities.
 - C) Obsolete Statutes - discussed.
 - D) New Licensee Report
- MSP: To approve the New Licensee Report.**

16) PUBLIC COMMENT

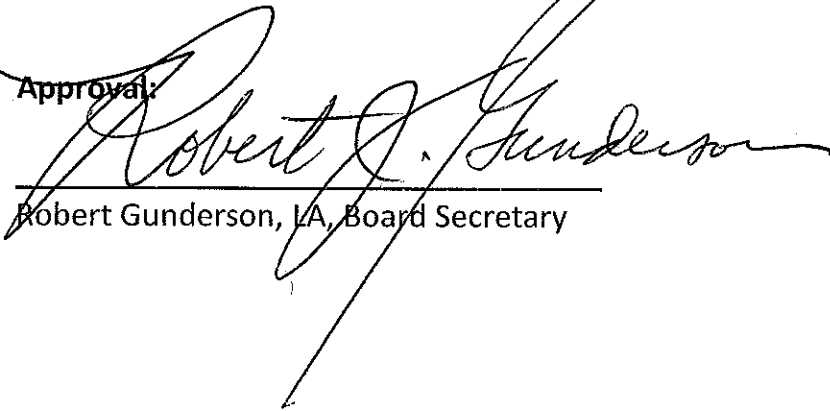
- A) NONE

17) ADJOURN

MSP: To adjourn.

cc: Professional Societies and Interested Parties

Approval:



A large, stylized handwritten signature in black ink, which appears to read "Robert J. Gunderson". The signature is written over a horizontal line.

Robert Gunderson, IA, Board Secretary