

**MINUTES**  
**SC Board of Architectural Examiners**  
**Conference Call/Board Meeting**  
**9:30 a.m., January 10, 2018**  
**Synergy Business Park, Kingstree Building**  
**110 Centerview Drive, Room 105**  
**Columbia, SC**

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**Meeting Called to Order**

Charles Muldrow, Chairman, called the meeting to order at 9:34 a.m. Other members participating were J. Sanders Tate, Amanda Green, Katherine Schwennsen and Brad Smith.

Staff members participating in this meeting included Lenora Addison-Miles, Administrator; Alice DeBorde, Program Coordinator; and Hardwick Stuart, Advice Counsel.

**Statement of Public Notice**

Mr. Muldrow announced that public notice of this meeting was properly posted at the S. C. Board of Architectural Examiners office, Synergy Business Park, Kingstree Building and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

**Approval of the November 1, 2017, Meeting Minutes**

**Motion:** To amend page 5 of the minutes, last paragraph to read January 10, 2018. To approve the minutes as revised. Green/Smith/Approved.

**Approval of Agenda**

**Motion:** To approve the agenda as submitted. Schwennsen/Tate/Approved.

**Approval of Excused Absences**

**Motion:** To approve the absence of member Anthony Lawrence due to illness. Schwennsen/Smith/Approved.

**Reports**

**Office of Investigations and Enforcement Report**

Thirty-five (35) cases received from January 1, 2017, to December 13, 2017; (14) cases closed. The Board accepted this as information.

### Investigative Review Committee Report

The following IRC Recommendations were submitted to the Board as a result of the December 12, 2017, IRC meeting:

<b>Case No.</b>	<b>Action</b>
2017-8	Dismiss - No violation
2017-9	Dismiss - No violation
2017-12	Dismiss - No violation
2017-10	Formal Complaint
2017-13	Formal Complaint
2017-14	Formal Complaint
2017-15	Formal Complaint
2017-16	Formal Complaint
2017-18	Formal Complaint
2017-19	Formal Complaint
2017-20	Formal Complaint
2017-22	Formal Complaint
2017-21	Letter of Caution

**Motion:** To approve IRC recommendations. Smith/Schwensen/Approved.

### Office of Disciplinary Counsel Report

No cases to report

### Administrator's Report

#### Licensure Statistics as of December 18, 2017

Number of Active Credentials by Prefix and  
Subcategory  
Board: ARCHITECT  
as of 12/18/2017

<b>Credential</b>	<b>Description</b>	<b>Count</b>
AR	Architect	4052
ARA	Partnership Firm	10
ARB	Business Corporation Firm	137
ARC	Professional Association Firm	70
ARD	Sole Proprietor Firm	21
ARF	Firms	1202
	<b>Sub Total</b>	<b>5492</b>

**Licensure Statistics – Active licenses as of January 3, 2017**

<b>Credential</b>	<b>Description</b>	<b>Count</b>
AR	Architect	4129
ARA	Partnership Firm	12
ARB	Business Corporation Firm	153
ARC	Professional Association Firm	78
ARD	Sole Proprietor Firm	21
ARF	Firms	1226
	<b>Subt Total</b>	<b>5619</b>

**Financial Reports**

The board accepted as information the November **Financial Reports**.

**Mileage rate** increased to 54.5 cents per mile for trips taken on or after January 1<sup>st</sup>.

**2018 Statement of Economic Interest** reports must be filed by March 30, 2018. Instructions for filing will be emailed to the board after the meeting, financial reports will be sent once received from LLR finance.

NCARB is now accepting nominations for elections for FY19 officers, these must be submitted to NCARB by February 9<sup>th</sup>.

**Continuing Education audits** have been completed, at the November meeting it was reported that 8 complaints have been filed, to date at total of 20 complaints have been filed. A total of three outstanding audits are awaiting review by member Lawrence.

(End of Administrator's Report)

**Board Member Reports**

No reports at this time

**Office of Disciplinary Counsel – Hearings**

No hearings scheduled at this time.

**Application Hearings**

No application hearings scheduled at this time.

## **New Business**

### **Board Member Education and Training Program**

Member Smith asked Administrator Miles to inquire within LLR to see what training manuals and/or programs LLR has for new Board Members as it relates to ethics, what members can and can't do, etc. She was also asked to check with other licensing boards to see what types of training and/or programs they may have/offer for new members. This item will be carried over to the May meeting.

### **2018 Regional and Annual Meeting Funding NCARB**

The 2018 Regional Summit/MBE Workshop will be held on March 8-10, 2018, in Wichita, Kansas; and the Annual Meeting on June 28-30, 2018, in Detroit, Michigan. NCARB will fund two delegates, one public member and the member board executive for each meeting.

**Motion:** To approve members Muldrow, Lawrence and Green as well as Administrator Miles to attend the March 2018 Regional Meeting as NCARB funded delegates. No costs will be incurred by LLR. Tate/Schwensen/Approved.

**Motion:** To approve members Muldrow, Lawrence, Smith, Tate and Administrator Miles to attend the June 2018 Annual Meeting. Two board members will be funded by LLR and two board members and the Administrator will be funded by NCARB. Schwensen/Smith/Approved.

**Motion:** To amend the motion to include member Green to attend the June 2018 Annual Meeting as a NCARB funded delegate (public member). Schwensen/Smith/Approve.

## **Unfinished Business**

### **Compliance with Section 40-10-250 (C) of the Fire Protection Sprinkler Systems Act**

This item was carried over to the May 2018 meeting.

### **Regulatory Review Chapter 11**

The board was asked to review the submitted changes and report back to the board at the May meeting. Hardwick Stuart, Advice Counsel, reminded that board that these revisions need to be reviewed and approved by September 12<sup>th</sup> in order to be presented at the next legislative session.

### **Formal Certificates**

This item will be carried over to the May meeting.

### **Funding Request**

No funding requests were submitted at this time.

**Other Business**

No other business was reported.

**Public Comments**

Adrienne Montare, Director, AIA reported that they are trying to get the Senate version of H3649 accepted by the House. She will keep the board informed on this Bill as information arises.

The next meeting of the SC Board of Architectural Examiners will be held May 23, 2018.

**Motion:** To adjourn the meeting. Green/Schwensen/Approved. The meeting adjourned at 10:19 a.m.

Respectfully submitted,



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Alice M. DeBorde, Administrative Assistant