

**MINUTES**  
**SC Board of Architectural Examiners**  
**Board Meeting**  
**9:30 a.m., November 1, 2017**  
**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 9:29 a.m. Other members participating were Anthony Lawrence, 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 Sam Wellborn, 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 September 6, 2017, Conference Call Meeting Minutes**

**Motion:** To approve the minutes as submitted. Smith/Schwennsen/Approved.

**Approval of Agenda**

**Motion:** To move item 10 (b) as the next topic of discussion as soon as David Blackwell, Office of State Fire Marshall joins the meeting. Smith/Schwennsen/Approved.

**Motion:** To add under item 13 – Other Business – IPAL Funding. Schwennsen/Smith/Approved.

**Motion:** To approve the agenda with modifications. Schwennsen/Tate/Approved.

**Approval of Excused Absences**

No excused absences to approve.

**Reports**

**Office of Investigations and Enforcement Report**

16 cases received from January 1, 2017 to October 30, 2017, 7 active and 9 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 October 23, 2017, IRC meeting:

<b>Case No.</b>	<b>Action</b>
2017-4	No violation

**Motion:** To approve IRC Report. Schwennsen/Lawrence/Approved.

### Office of Disciplinary Counsel Report

No cases to report

### Administrator's Report

#### Licensure Statistics – Active licenses as of October 23, 2017

Number of Active Credentials by Prefix and  
Subcategory  
Board: ARCHITECT  
as of 10/23/2017

<b>Credential</b>	<b>Description</b>	<b>Count</b>
AR	Architect	4005
ARA	Partnership Firm	10
ARB	Business Corporation Firm	141
ARC	Professional Association Firm	72
ARD	Sole Proprietor Firm	21
ARF	Firms	1252
	<b>Subt Total</b>	<b>5501</b>

#### Licensure Statistics – Active licenses as of November 2, 2016

Number of Active Credentials by Prefix and  
Subcategory  
Board: ARCHITECT  
as of 11/2/2016

Credential	Description	Count
AR	Architect	4094
ARA	Partnership Firm	12
ARB	Business Corporation Firm	153
ARC	Professional Association Firm	78
ARD	Sole Proprietor Firm	21
ARF	Firms	1212
	<b>Subt Total</b>	<b>5570</b>

**CE Audits**

Administrator Miles informed the Board that 120 audits were mailed and emailed on October 5, 2017, second notices were mailed and emailed on October 30, 2017. To date eight complaints have been filed for non-compliance. Member Lawrence is assisting with audits as needed.

**Board Member Reports**

Lawrence reported that he will be meeting with the Building Officials on Friday to go over the guidelines as they relate to overlapping practice. He is still waiting to schedule a meeting with the Board of Professional Engineers and Surveyors.

Schwennsen reported that Clemson University had an accreditation visit and was granted eight years of accreditation. The next visit will be in 2025.

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

David Blackwell, Chief Engineer, LLR Office of State Fire Marshall, joined the meeting to discuss compliance with Section 40-10-250 (C) of the Fire Protection Sprinkler Systems Act. He wants the licenses to be reminded to comply with the requirement for the properly completed Fire Protection Sprinkler System Specification Sheet to be included with the Bid Documents and completed by a Professional Engineer (unless exempt) who is practicing in their area of expertise and able to perform the compliance review per 40-10-260(B). Member Lawrence will work with Mr. Blackwell to draft guidelines to place on the board's website regarding this issue. The guidelines will be presented to the board at the January meeting for review.

Adrienne Montare, Director, AIA reported that she plans to meet with the House to discuss H 3649 since they did not accept the amendments that the Senate had passed. She hopes they can clarify the changes that were made so they will agree with the Senate. She also informed the Board that she is still monitoring S-579 regarding Home Builder's. She will keep the board informed on this Bill as information arises.

### **Regulatory Review Chapter 11**

An Executive Order issued by Governor McMaster on April 20, 2017, informing board members to review their current Regulations in order to clarify and reduce regulations where possible. The Board reviewed Chapter 11 and made the following suggested changes:

- **11-1 – change IDP to AXP**
- **11-2 – no change**
- **11-3 – no change**
- **11-4 – no change**
- **11-5 – add online payment/credit card**
- **11-6 – change IDP to AXP**
- **11-7 – no change**
- **11- 8 – no change**
- **11-8.1 – remove calendar year**
- **11-9 – no change**
- **11-10 – no change**
- **11-11(e) – reword electronic seals**
- **11-12 A(1) reword**
- **11-12 B(4)(5) reverse order**
- **11-12(E)(2) delete the word “all”**
- **11-13 – no change**
- **11-14 – no change**

Member Sanders will work with Sam Wellborn, Advice Counsel, to work on wording for section 11-11 (e) and 11-12 A(1). This will be presented to the board in January for review.

### **NCARB 2017 TriNational Mutual Recognition Agreement for International Practice**

In February 2014, NCARB announced the long-anticipated implementation of the *Tri-National Mutual Recognition Agreement for International Practice* (known as “the Agreement”). The Board has previously indicated on the NCARB annual licensing requirements survey that this Agreement has been accepted for purposes of providing reciprocal licensure in our jurisdiction. NCARB is asking that the Board verify that acceptance is still valid by signing the *Letter of Undertaking*.

**Motion:** To approve the Letter of Undertaking. Schwensen/Lawrence/Approved.

## **Formal Certificates**

Chair Muldrow brought up for discussion the formal certificates issued to first time licensees. The board was in agreement that the quality of certificates has regressed over time. It was also discussed that the old certificates conveyed the title of "Architect" upon the individual and authorized them to practice the profession in the state. The new certificates authorize the individual to practice architecture but no longer convey the title of Architect. Administrator Miles reminded the board that the language was changed to be in compliance with the LLR Engine Act. The smaller certificates were also developed to cut down on mailing costs. It was also noted that the Board currently has 15,000 certificates in stock. These certificates were ordered in bulk to reduce costs. A discussion ensued.

Advice Counsel, Sam Wellborn will research the issue and report back to the board at the January meeting. Administrator Miles will get a cost breakdown for the larger certificates (per unit) and report back to the board at the January meeting.

## **Office of Disciplinary Counsel – Hearings**

No hearings scheduled at this time.

## **Application Hearings**

No application hearings scheduled at this time.

## **Unfinished Business**

**Data Collection:** At the September meeting, Lawrence indicated that he would like the Board to gather detailed information regarding demographics from architectural firms, (i.e., number of employees, by race, gender, etc.) Administrator Miles informed Member Lawrence that the Agency does not collect that type of data. The board only requires information that is needed for licensure.

## **Funding Request**

No funding requests were submitted at this time.

## **Other Business**

### **Integrated Path to Architectural Licensure (IPAL) Funding**

Member Schwennsen asked the board if they were familiar with study guides for IPAL participants, especially those offered by BlackSpectacles. She stated that for one semester (for a group of 10 participants) it would cost up to \$5900. She asked the board if they would check with their interns to see what study materials they use and also asked Adrienne Montare, Director, AIA, to see if she had any information regarding study guides and costs. This item will be carried over to the January meeting.

The next meeting of the SC Board of Architectural Examiners will be held January 10, 2018.

Board of Architectural Examiners  
Meeting Minutes  
November 1, 2017

**Motion:** To adjourn the meeting. Schwennsen/Smith/Approved. The meeting adjourned at 12:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Alice DeBorde". The signature is written in black ink on a light-colored background.

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Alice M. DeBorde, Administrative Assistant