NEW MEXICO BOARD OF EXAMINERS FOR ARCHITECTS

Minutes of a Special Scheduled Board Meeting

September 24, 2013
Santa Fe, New Mexico

Synopsis of Meeting Topics
Rules and Regulation Committee- Enforcement Subcommittee
Finance and Operations Committee- Budget Adjust Requests

Board Members Present by teleconference:
Michael Bodelson, Chair, Architect Member
Raymond Vigil, Vice Chair, Architect Member
Geoffrey Adams, Secretary/Treasurer, Educator/Architect Member
Jim Oschwald, Architect Member
Robert Calvani, Architect Member
Sam Valencia, Public Member
Tara Rothwell-Clark, Architect Member

Staff Present:
Wren Propp, Director/Investigator
Katie Kruthaupt, Investigator
Melanie Gonzales, Admin. Assistant/Acting Admin. Services Coor.
I. Meeting Called to Order

Chair Bodelson called the meeting to order at the approximate hour of 2:07 PM.

II. Quorum Roll Call and Introductions

Roll was taken and a quorum was determined to be present. Chair Bodelson welcomed new Board member Tara Rothwell-Clark. Vice-Chair Vigil was absent during roll call.

III. Approval of Agenda

Chair Bodelson asked for any modifications to the agenda.

Motion: Approval of the agenda as it stands.
By: Robert Calvani
Second: Jim Oschwald
Board Vote: Passed unanimously

IV. Rules and Regulation Committee

A. Enforcement Subcommittee

a. NMBEA 2012_07 Stipulated Agreement

Ms. Propp presented a Stipulated Agreement for the Board’s approval in Complaint NMBEA 2012_07. She described the case without stating the name of the respondent in that the agreement is made prior to the issuance of Notices of Contemplated Action. The Enforcement Subcommittee offered the respondent a stipulated agreement to cease and desist referring or replying to being an Architect and pay $2,000 in a civil penalty, paying a monthly fine of $500 until penalty amount is met.

Motion: To approve Stipulated Agreements in Complaints NMBEA 2012_07:
By: Bob Calvani
Second: Jim Oschwald
Board Vote: Passed unanimously

V. Finance and Operations Committee

A. Budget Adjustments Requests

a. Transfer “Personnel” Balance to “Other”

Ms. Propp presented the transfer of “Personnel” unspent money to the “Other” category of the amount of $6,100 due to the vacancy of the Administrative Services Coordinator position funds available from July 1st to present. The $6,100 will be transferred to the “Other” category to help pay for the monthly services for the Board’s database application and hosting to the Department of Technology Information. The Board has already made the proper monetary adjustments for this service for FY15.
Motion: Request to transfer $6100 from "Personnel" to "Other" category.
By: Bob Calvani
Second: Jim Oschwald
Board Vote: Passed unanimously

b. Transfer “IT Services” to “Other”
Ms. Propp discussed the “IT Services” to “Other” further because the Board currently only has a service agreement not a contract with the Department of Information Technology. The $8100 is a onetime fee that will pay for the License Renewal Information System, Architect Lookup Information System and Architect Tracking Information System.

Motion: Request to transfer “IT Services” to “Other” category.
By: Bob Calvani
Second: Jim Oschwald
Board Vote: Passed unanimously

Ray Vigil entered the teleconference at 2:30 PM.

VI. Adjourn

Motion: To adjourn the meeting at 2:32 PM.
By: Geoffrey Adams
Second: Jim Oschwald
Board Vote: Passed Unanimously

Whereupon the regular open meeting of the New Mexico Board of Examiners for Architects adjourned by Chair Bodelson at the approximate hour of 2:32 PM.

Respectfully submitted,

Michael Bodelson, Chair

Geoffrey Adams, Secretary/Treasurer

11/08/13
Date

11/18/13
Date