

Approved:

North Dakota State Board of Architecture and Landscape Architecture

October 15, 2025, at 10:00 am via Zoom

Attendance:

Board Members: Bobbi Hepper Olson, Chris Hawley, Jolene Rieck, and Doug Nelson (10:43 am)

Executive Office: Stacy Krumwiede and Mike Krumwiede

Board Attorney: Stacy Moldenhauer

Not in attendance: James Devine

- Call to Order 10:05 am by President Bobbi Hepper Olson
- **Enforcement Matters with Stacy Moldenhauer**
 - **Brad Walker** – The board discussed the reciprocity application for Brad Walker. The board has not heard back from Brad Walker. The board directs Stacy to reach out to Brad to let him know that the revocation was in Alabama due to a Continuing Education violation. Stacy will continue to work with Doug and Jolene, who can approve a license if appropriate based on Mr. Walker’s response.
 - **Jan Mevold** – The board searched Jan’s website and was unable to find any instances of the term “architect” however the Facebook page still shows instances of the term architect throughout. Stacy Moldenhauer will follow up with correspondence to Mr. Mevold.
 - **Stone Group Architects** – Stone Group needs to remove any derivative of the term “architect” for any individuals who are not licensed in North Dakota and are North Dakota residents. For example “Architectural Associate or Architectural Intern” are not allowed if the individual listed is living or working in North Dakota. Stacy Krumwiede will follow up with an email to Stone Group and refer to the state statute NDCC 43-03-10.
 - **Reviewing Administrative Rules & Century Code** – Bobbi Hepper Olson reminded everyone to review NCARB and CLARB model law and model rules for anything the board may want to incorporate. Stacy noted that NCARB is in the process of incorporating significant changes to their programming and is anticipating future changes to their model documents.
 - **Records Retention** – The board should consider establishing a policy for records retention. According to Stacy Moldenhauer, any document related to discipline or licensing should be kept forever. Deceased individual files can be deleted, however it is important to make note of what was deleted and when.
- **Minutes previous meetings**
 - **M/S/C to approve minutes from 7.23.25 (regular meeting)**
(Recorded roll call – all members in attendance voted yea)
- **Financial Matters**
 - Financial report included Revenue & Expenses compared to biennium budget and balance sheet to date. The board discussed income and expenses from the previous 10 years. The board also discussed the status of the legal defense funds. **M/S/C to Approve the Statement of Financial Reports as presented.** (Recorded roll call – all members in attendance voted yea) We will add Legal Defense Funds to the next board meeting.
- **Executive Director Updates**
 - **Digitizing Files:** The board discussed digitizing files currently stored at offsite storage while remaining in compliance with records retention policies.

- **New Licensee Event at AIA Convention** – Newly licensed architects will be acknowledged at the upcoming AIA North Dakota Convention and presented with a framed certificate. Bobbi will also provide an update on the State Board of Architecture at the AIA Convention.
- **NCARB/CLARB Update**
 - **CLARB Updates** - Jolene Rieck provided an update on the CLARB Annual Meeting. She highlighted updates on Alternative Pathways, licensure pathways for instructors, international mobility in practice, the survey on the public view of Landscape Architecture, and ICOR updates. She noted the next CLARB Meeting will be in August in Calgary.
 - **NCARB Resolutions** – Stacy Krumwiede provided a brief update on the NCARB including, the ICOR finalized document, core competencies, fraudulent seals, and upcoming meetings.
- **Building Officials/Fire Department** – Bobbi will continue to work with Doug to provide some resources for architects, building officials, and fire departments. Add to the agenda for the next board meeting.
- **Future Meeting Dates**
 - January 21, 2026 – Zoom
 - April 22, 2026 -Zoom
 - July 22, 2026 – Zoom
 - October 14, 2026 - Zoom
- **Adjournment** – M/S/C to **adjourn the meeting** - Meeting adjourned at 11:59 am.