1. **Call to Order**
Chair Alfred Vidaurri called the meeting of the Executive Committee for the Texas Board of Architectural Examiners to order at 9:00 a.m.

2. **Roll Call**
Chase Bearden, Secretary/Treasurer, called the roll.

**Present**
- Alfred Vidaurri, Jr.  
  Chair  
- Charles H. (Chuck) Anastos  
  Vice-Chair  
- Chase Bearden  
  Secretary/Treasurer  
- Bert Mijares  
  Member  

**TBAE Staff Present**
- Cathy L. Hendricks  
  Executive Director  
- Michael Shirk  
  Managing Litigator  
- Glenda Best  
  Executive Administrative Manager  
- Christine Brister  
  Human Resources/Staff Services Officer  
- Glenn Garry  
  Communications Manager  
- Katherine Crain  
  Legal Assistant

**Determination of a quorum**
A quorum was present.

3. **Chair’s Opening Remarks**
Chair Alfred Vidaurri thanked everyone for their attendance. He expressed his intent on completing the meeting by 1:00 p.m., if not sooner.

4. **Approval of minutes of the April 15, 2011 meeting of the Executive Committee and the August 19, 2010 Executive Director’s Review Committee.**

5. Review proposed budget for Fiscal Year 2012, actual expenditures for Fiscal Year 2011, and develop Fiscal Year 2012 budget recommendation to the full Board.

Ken Liles, the Accounting Manager, addressed the Board and presented an overview of expenditures for FY 2011, and the proposed budget for FY 2012. He stated that the actual expenditures on the proposed budget were through June only and that the agency was currently waiting on figures for July and August. He explained that June, July and August were on track for numbers similar to last year. Furthermore, he explained that the highest yielding months of revenue for the agency was in the summer due to the high volume of birthdays. He stated that the agency had to borrow $192,000 out of the reserve in order to balance the budget for FY 2011. Other line items such as travel and office expenses were discussed in more detail. The Executive Director pointed out to the Board that the agency is proposing an exceptional item purchase of $50,000.00 in FY 2012 to purchase a finance software program. The Accounting Manager explained that he thought it was important to have an automated accounting system rather than keep all the information on Excel spreadsheets. He stated that this was a one-time investment for the agency, but was worthwhile for accuracy of the budget. Bert Mijares suggested that the Accounting Manager go over the budget line by line indicating the difference between FY 2011 and FY 2012 with the full Board in August.

A MOTION WAS MADE (Anastos/Mijares) AND SECONDED TO APPROVE THE RECOMMENDED BUDGET FOR 2012. THE MOTION PASSED UNANIMOUSLY.

6. Audit Findings of the Accounting Management Review

The Accounting Manager introduced the two auditors from Monday Rufus CPA's and stated that they were here to answer any questions regarding the audit.

Mr. Rufus directed the committee to the audit report set out in the notebook. He stated that the audit was divided into four sections. Each section focused on a specific area of accounting and was reviewed by the auditors. The auditors, in turn, made a recommendation to the Board based upon the section audited.

Board member, Bert Mijares, raised the question as to whether the auditors were provided with the letter addressed to the Board by the former Accounting Manager highlighting her allegations against the agency. The Executive Director stated that she did not provide the auditors with this letter insomuch as it could have tainted their opinions and recommendations. Mr. Mijares was adamant that the agency provide the letter to the auditors and have the auditors comment on the letter prior to taking a vote on the audit in August. Board member Chase Bearden defended the actions of the Executive Director and stated to the committee members that this audit gave the Board an overall snapshot of accounting procedures at the agency and he felt that it was adequate. Mr. Mijares stated that he believed by serving as a Board member, it was his fiduciary duty to make sure the letter would be provided in order to close the matter.
A MOTION WAS MADE AND SECONDED (Anastos/Mijares) TO APPROVE THE AUDIT AS SUBMITTED AND PROVIDE THE AUDITORS WITH THE LETTER FROM THE FORMER EMPLOYEE AND CHANGE THE WORD FROM “BOARD” TO “TBAE” WITH A COVER LETTER AND THE AUDITORS’ COMMENTS THAT THIS AUDIT COVERED WHAT WAS BROUGHT UP BY THE FORMER EMPLOYEE. THE MOTION PASSED UNANIMOUSLY.

The Board recessed at 10:10 a.m. and reconvened at 10:21 a.m.

7. Development of a Board Communications Plan

The Chair gave background on the development for a Board Communications Plan. He stated that he felt that it would be beneficial to the Board to have an understanding on a communication policy for a legislative year versus a non-legislative year.

The Executive Director said that the legislative team for this past legislative session consisted of the following persons: Cathy Hendricks, Glenda Best, Glenn Garry and Scott Gibson. Board members Chuck Anastos and Bert Mijares expressed their displeasure with the lack of communication from the agency legislative team, and the Texas Society of Architects on legislative issues that were critical during this past session and that they felt as if they were “left out of the process.” The Executive Director defended the team by stating that during the session, changes occurred hourly and it is difficult to communicate with all parties on all changes. Furthermore, she stated that the agency kept up with legislative changes on TBAE’s website. In addition, she stated that the professional societies took “the horns” on the legislative issues pending and that the agency had no influence in the matters.

The Chair suggested that the agency present the following topics of yearly updates for Board members:

1. Board Travel
2. Open Meetings/Open Records
3. Yearly Board member contact updates
4. Yearly Staff organizational chart
5. Reminder of State Ethics filing due in May
6. Yearly conferences and dates and planned outreach to schools
7. TBAE Events calendar

8. Executive Director’s presentation of data regarding performance
   a. Executive Director’s self assessment of Fiscal Year 2011 goals and accomplishments
   b. Recommended performance goals for Fiscal Year 2012 for
      i. Agency
      ii. Executive Director
The Chair explained the format for the performance evaluation. He stated that the core competency consisted of 11 areas which are to be graded by the committee members. He stated that the core competency section represents 60% of the evaluation. Part II is related to goals and Part III is related to training goals of the Executive Director.

The Executive Director directed the committee members to her employee self-assessment that she had completed and stated that she believed that she had achieved her four main goals. Specifically, she had developed a better relationship with TSA. In addition, she had developed a free continuing education program that she would be implementing next year and will anticipate holding these sessions on a Saturday. She had increased communications to the Board members, but conceded that there was room for improvement in this section. Lastly, she suggested that the agency implement a business registration fee as a new stream of revenue for the agency.

Next, the Executive Director explained that under her training goals she was unable to attend the first two seminars due to legislative session, but did attend the third seminar. The Board members discussed the following regarding 2012 reasonable performance goals:

1. Implementation of an Agency Communications Plan to incorporate a more detailed method of communicating with Board members and stakeholders.
2. Sustain a sound Financial Management Program
3. Effective representation of the agency and the State of Texas at national conferences and meetings to attain the ability to effectively speak in public and the ability to utilize critical thinking skill.
4. From August 1, 2011 through January 2013, to successfully lead the agency through the 2013 Sunset cycle.
5. Successful implementation of HB2284

The Board recessed at 12:04 p.m. and reconvened at 12:09 p.m.

9. Performance Evaluation of the Executive Director
   (August 19, 2010 through August 1, 2011)
   a. Assessment of Executive Director's performance by numerical scoring
   b. Adopt Fiscal Year 2012 performance goals for
      i. Agency
      ii. Executive Director

The Chair opened up the session by stating that the evaluations completed by the Board members on the Executive Director’s performance were as follows: 805, 538 and 432. The average of the three numbers is a cumulative average of 669.85. The average of Section I is 558; the average for Section II is 78.1 and the average for Section III is 33.75. This score represents the high side of “meets expectations, yet slightly under superior.” The members opined that they chose not to give her a raise last year even though she had a comparable score. The Chair asked whether the members had any thoughts on a salary adjustment. Board member Chuck Anastos suggested a three percent (3%) salary increase. The Chair asked the Executive
Director her thoughts and she stated that she would like them to consider a six percent (6%) raise in salary; three percent for 2010 and three percent for 2011. Board member Chase Bearden stated that he thought a six percent (6%) salary increase was fair.

10. Preparation of Executive Committee’s conclusions to be presented to the Board:
   a. Recommended evaluation of Executive Director
   b. Salary consideration for Executive Director

A MOTION WAS MADE AND SECONDED (Mijares/Anastos) TO RECOMMEND TO THE BOARD THAT THE EXECUTIVE DIRECTOR RECEIVE A SIX PERCENT (6%) SALARY INCREASE EFFECTIVE SEPTEMBER 1, 2011. THE MOTION PASSED UNANIMOUSLY.

11. Adjourn

A MOTION WAS MADE AND SECONDED (Mijares/Anastos) TO ADJOURN THE MEETING AT 12:30 P.M. THE MOTION PASSED UNANIMOUSLY.

ALFRED VIDAURRI, JR., AIA, AICP, LEED
Chair