

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting Agenda

TBAE Board Room

505 E. Huntland Drive, Suite 370, Austin, Texas

Thursday, August 21, 2025

10:00 a.m. – Conclusion

1. Preliminary Matters
 - a. Call to order Darren James
 - b. Roll call Justin Hiles
 - c. Excused and unexcused absences Darren James
 - d. Determination of a quorum
 - e. Recognition of guests
 - f. Chair's opening remarks
 - g. Public comments
2. **Approval of June 10, 2025 Board Meeting Minutes (Action)** Darren James
3. **Executive Director Report (Information)** Lance Brenton
 - a. Summary of Executive Accomplishments
 - b. Income Statement/Scholarship Fund: Update on FY 2025 Expenditures and Revenues
4. **FY26 Proposed Operating Budget (Information)** Lance Brenton
5. **Enforcement Cases (Action)** Pim Mayo

Review and possibly adopt staff's recommendation in the following enforcement cases:

 - a. Continuing Education Cases:

Case No. 125-25A	Anthony, Zephyr	Arch. No. 30256
Case No. 124-25I	Beal, Ronnajoyce C.	R.I.D. No.12810
Case No. 151-25I	Dunn, Anna Garrison	R.I.D. No. 11675
Case No. 093-25A	Johnson, Matthew William	Arch. No. 22447
Case No. 153-25L	Sweitzer, William A.	L.A. No. 167
Case No. 123-25A	Walters, Robert W.	Arch. No. 6673

*The Board may meet in closed session pursuant to
Tex. Gov't Code § 551.071(1) to confer with legal counsel.*
6. **CLARB Leadership Election and Annual Meeting on
Sept. 18-20, 2025: Designation of Voting Delegate (Action)** Darren James
7. **Executive Director Annual Performance (Action)** Darren James
 - a. Report on findings based upon performance evaluation
 - b. Identify strategic goals for Executive Director

- c. Consider and possibly act upon any personnel action that may be proposed by the Board.

The Board may meet in closed session pursuant to Tex. Gov't Code § 551.074 to confer on personnel matters.

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| 8. | Approval of the Proposed 2026 Board Meeting Dates (Action)
Thursday, February 19, 2026
Thursday, May 21, 2026
Thursday, August 20, 2026
Thursday, November 19, 2026 | Darren James |
| 9. | Reports on National Regulatory Boards and Board Member and Staff Committee Service (Information) | Darren James |
| 10. | Report on Past Conferences and Meetings (Information)
June 19-21 NCARB Annual Business Meeting
July 16-18 ASID Celebrating Design
July 22-26 NCARB Licensing Advisors Summit
Aug. 12 CLARB Special Meeting | Darren James |
| 11. | Report on Upcoming Conferences and Meetings (Information)
Sept. 18- 20 CLARB Annual Meeting
Oct. 30-Nov. 1 TxA Annual Conference and Design Expo
Nov. 7- 8 CIDQ Annual Meeting | Darren James |
| 12. | Board Member Comments/Future Agenda Items (Information) | Darren James |
| 13. | Upcoming Board Meetings (Information)
Thursday, November 20, 2025 | Darren James |
| 14. | Adjournment | Darren James |

NOTE:

- ◆ *Items may not necessarily be considered in the order they appear on the agenda.*
- ◆ *The Chair of the Board will be present and preside over the meeting from the location identified in this agenda. The open portions of the meeting will be open to the public at that location. Note that some Board members may attend the meeting by videoconference call.*
- ◆ *Executive session for advice of counsel may be called regarding any agenda item under the Open Meetings Act, Texas Government Code, Chapter 551.*
- ◆ *Action may be taken on any agenda item.*

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS

Persons with disabilities who plan to attend this meeting and who need auxiliary aid or services are required to call (512) 305-8548 at least five (5) workdays prior to the meeting so that appropriate arrangements can be made.

FREQUENTLY USED ACRONYMS

ACSA	Association of Collegiate Schools of Architecture
ADA	Americans with Disabilities Act
AIA	American Institute of Architects
AREFAF	Architect Registration Examination Financial Assistance Fund (Scholarship)
ASID	American Society of Interior Designers
ASLA	American Society of Landscape Architects
ARE	Architect Registration Examination
AXP	Architectural Experience Program
BOAT	Building Officials Association of Texas
CACB	Canadian Architectural Certification Board
CIDA	Council for Interior Design Accreditation (Formerly FIDER)
CIDQ	Council for Interior Design Qualification
CLARB	Council of Landscape Architectural Registration Boards
GAA	General Appropriations Act
GRF	General Revenue Fund
IDCEC	International Design Continuing Education Council
IDEC	Interior Design Educators Council
IIDA	International Interior Design Association
LARE	Landscape Architect Registration Examination
MBE	Member Board Executive (within NCARB)
NAAB	National Architectural Accrediting Board
NCARB	National Council of Architectural Registration Boards
NCEES	National Council of Examiners for Engineering and Surveying
OAG	Office of the Attorney General
SOAH	State Office of Administrative Hearings
SORM	State Office of Risk Management
TAID	Texas Association for Interior Design
TAS	Texas Accessibility Standards
TASB	Texas Association of School Boards
TBPELS	Texas Board of Professional Engineers and Land Surveyors
TxA	Texas Society of Architects
TSPE	Texas Society of Professional Engineers

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Minutes of June 10, 2025, Board Meeting
Centennial Building, 505 E. Huntland Dr., Ste. 370
Austin, TX 78752
10:00 a.m. until completion of business

AGENDA ITEMS	DESCRIPTIONS
1a. Call to Order	Mr. James called the meeting to order at 10:00 a.m.
1b. Roll Call * Denotes attendance by video conference	Ms. Smith called the roll. <u>Present Board Members</u> <div style="display: flex; justify-content: space-between;"> <div> Darren L. James Jennifer Walker Justin S. Hiles Rosa G. Salazar Joyce J. Smith Tim A. Bargainer Eva M. Read-Warden* Michael A. Ebbeler, Jr. </div> <div> Chair, Architect Vice-Chair, Architect Secretary/Treasurer, Architect Registered Interior Designer Public Member Landscape Architect Architect Public Member </div> </div>
1c. Excused and Unexcused Absences	None.
1d. Determination of a Quorum	Mr. James determined a quorum was present.
1e. Recognition of Guests	Mr. James acknowledged the following guests and TBAE staff in attendance. <div style="display: flex; justify-content: space-between;"> <div> Becky Walker Glenn Garry Amanda Bernier Sabrina Jones Nelly Clayton Jennifer Hogan Nancy Rodriguez Matthew Le Mike Alvarado Steve Ramirez Andrew VanDyke Pim Mayo Lance Brenton </div> <div> Texas Society of Architects TBAE Communications Manager TBAE Legal Assistant TBAE Human Resources TBAE Accounting TBAE Accounting TBAE Investigator TBAE IT Programmer TBAE Registration Manager TBAE Managing Investigator TBAE Assistant General Counsel TBAE General Counsel TBAE Executive Director </div> </div>
1f. Chair's Opening Remarks	Mr. James welcomed the Board and guests to the June Board Meeting and thanked the attendees for their attendance despite the weather. He said it has been a very busy spring for the agency, which would be addressed in Mr. Brenton's executive report and the discussion of past meetings. Mr. James remarked that he looks forward to a meeting that will allow the Board to

	serve registrants – landscape architects, registered interior designers, and architects – as best as we can.
1g. Public Comments	Mr. James asked for public comments. No public comments were offered.
2. Approval of February 20, 2025, Board Meeting Minutes	A MOTION WAS MADE AND SECONDED (Bargainer/Smith) TO APPROVE THE FEBRUARY 20, 2025, BOARD MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY.
3. Executive Director Report 3a. Summary of Executive Accomplishments	Mr. James invited Mr. Brenton to deliver the Executive Director Report. Mr. Brenton began by providing an overview of his presentation. <u>Staff Accomplishments</u> Mr. Brenton discussed the summary of Staff Accomplishments that begin on page 15 of the Board materials and referred the Board to those materials as a supplement to his verbal presentation. Mr. Brenton highlighted two initiatives the Board received from the Governor’s Office, relating to the identification of potential budget reductions and returning employees to in-office work. Mr. Brenton discussed the governor’s directives, agency communications with OOG staff, plans for implementation, and pending legislation. He said he will keep the Board informed on these matters moving forward. Mr. James noted he and Mr. Brenton have been in communication regarding these initiatives throughout the spring. He asked if there were any questions and there were none. Mr. Brenton continued his discussion of agency accomplishments. He discussed an ongoing project to implement the state’s transition to a new online payment provider. This contract is managed by the Texas Department of Information Resources (DIR), which governs all online payments to agencies. He discussed the interaction between the TBAE website, the payment provider, and TBAE’s customers, and said it is a big programming job to make the changeover. He emphasized the importance of getting it right, both for TBAE’s benefit, as well as our customers. He said the project is currently in the testing stage and he thanked Matthew Le and Dale Dornfeld for their hard work on the project. Additionally, Mr. Brenton addressed possible improvements to the business registration processes. He said staff is in the early stages of discussing these improvements, which was kicked off by suggestions from Nancy Rodriguez. He noted that business registrations are managed by the Enforcement Department under a longstanding historical practice by the agency. One idea that has been discussed is to move the management of business registrations to the Registration Department, because of the similarity of processes between individual and business registration.

	<p>Mr. Brenton noted that any such change would impact IT systems, work flow, and potentially Board rules. Given the need for IT support, he said staff will wait until the payment provider changeover has been implemented before proceeding. Mr. Brenton thanked Ms. Rodriguez for her initiative in suggesting improvements and asked if the Board had any questions on this or other staff activities.</p> <p>Ms. Read-Warden noted the need for registered firms to associate with an individual registrant and said the business registration could be impacted by changes to the individual registration, such as retirement or going to emeritus status. She asked if that relationship would be impacted by the changes.</p> <p>Mr. Brenton stated that the goal would be to bring more awareness of the connection between a business's registration and the affiliated individual registration – to make those systems work better together. On the question of the impact of a retirement or emeritus status, he said this is something that staff is considering. He noted the potential need to review and amend rules to provide clarity.</p> <p>Ms. Smith and Ms. Salazar asked for clarification about how emeritus status impacts an individual's registration.</p> <p>Mr. Brenton provided the impact of emeritus status for each of the three professions.</p> <p><u>Strategic Initiatives</u></p> <p>Mr. Brenton addressed strategic funding initiatives, which had been adopted by the Board to address agency goals.</p> <ol style="list-style-type: none"> 1. Staff raises that were funded September 2024. 2. Increasing public and professional awareness of TBAE's mission, activities, and services. <ol style="list-style-type: none"> a. Under this goal, funding was dedicated to improving public outreach with presentations and website improvements. 3. Review the current use of technology to improve operational efficiency, effectiveness, and customer service. <ol style="list-style-type: none"> a. The Governor's initiatives impacted funding this goal as well as the website improvements. <p>Mr. Brenton presented current data on public outreach in FY25, which includes 34 presentations or events, 1,303 total impressions, four new staff members making presentations, and reaching 93 staff and building officials in permitting offices. Mr. Brenton thanked the agency leaders in public outreach, Mike, Steve, and Glenn, and acknowledged first-time presenters, Becky, Jo, Arielle, and Pim, and Nancy, who has presented before and resumed those activities this year.</p>
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	<p>Mr. Bargainer congratulated staff on the phenomenal presentation numbers. He also noted the lack of presentations in west Texas.</p> <p>Mr. Brenton agreed and stated that agency staff has tried very hard to offer presentations to schools in west Texas, but invitations have not been forthcoming. He said staff will continue its efforts.</p> <p>Mr. Gary added that scheduling has been difficult with Texas Tech, but there should be opportunity to go there in the fall.</p> <p>Ms. Salazar noted there is a student design expo at Tech in October.</p> <p>Mr. James noted the Board includes alumni who can provide support in providing connections, if necessary.</p> <p><u>Executive Director Performance Goals</u></p> <p>Mr. Brenton discussed the Board's goals for his performance in FY 25. He summarized his efforts to place "continuing emphasis on staff development and training," including working with managers to identify training opportunities for staff. He noted that summer is traditionally a busy time for staff training.</p> <p>Regarding his second goal to be "involved on committees at a national level," Mr. Brenton stated he is involved with each of the three national organizations for the Board's three professions, specifically the NCARB Professional Conduct Committee, the CLARB MBE Committee, and the CIDQ MBE Committee. Mr. Brenton also stated that he will be serving with Mr. James on the NCARB Region 3 Executive Committee.</p> <p>Mr. Brenton noted that Region 3, Texas's NCARB region, is considering transitioning from an independent non-profit to being included within the NCARB framework. He said this would provide financial savings and provide insurance coverage for the Executive Committee, which is not currently in place.</p> <p>Mr. James added it makes sense for Region 3 to fold into NCARB to save money on legal and accounting costs and to allow the Region to take advantage of NCARB's insurance policy.</p> <p>Ms. Smith inquired if there is concern about the financial status of Region 3.</p> <p>Mr. Brenton answered that this change should put Region 3 in a stronger position since it would achieve cost savings and allow directors and officers to serve with peace of mind, which is not the case without insurance coverage.</p>
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	<p>Mr. Brenton continued with the third performance goal, a focus on financials. He said the draft budget for FY26 has been a large part of his work for the past month and will continue to be so. He said the agency's financial picture will look clearer later in the summer, and that information can be used to determine the goals and initiatives for the next fiscal year.</p> <p><u>Agency Trends</u></p> <p>Mr. Brenton addressed the trends in registration as described on page 18 of the Board materials and referred the Board to those materials as a supplement to his presentation. Mr. Brenton provided additional information showing the five-year trend for applications versus registrations, and it appears both applications and registrations are increasing, but registrations are increasing at a much slower rate.</p> <p>Mr. James asked if this is a nation-wide trend, and Mr. Brenton replied that he would find out.</p> <p>Ms. Read-Warden inquired about the average time it takes for an individual to become registered after applying.</p> <p>Mr. Alvarado replied that for architects, it takes approximately two and a half years to complete testing, according to NCARB's data.</p> <p>Mr. Bargainer noted that, due to recent rule changes in Texas and policy changes at NCARB, which allow individuals to apply and begin taking the test earlier in their career, it will likely take longer for applicants to become registered relative to the initial application.</p> <p>Mr. James asked if staff can provide data measuring the amount of time between the application date and the registration date for individual registrants in Texas, and how that has changed over time.</p> <p>Mr. Brenton said he would need IT support to see what was possible and that he will look into it.</p> <p>Mr. Hiles noted that his firm has more architect interns who are working as part of their university programs or during summer breaks. He asked whether this could be a partial explanation for why applications would rise in comparison to examination completion.</p> <p>Mr. Brenton replied this would affect the individual's NCARB record, which is needed to earn AXP hours, but not necessarily their Texas application, since an application is not required in order to open an NCARB record.</p>
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<p>3b. Income Statement/ Scholarship Fund: Update on FY 2025 Expenditures and Revenues</p> <p>3c. Legislative Update</p>	<p>Mr. Alvarado added that an individual can open an NCARB record after high school. Mr. Brenton acknowledged the difficulty in analyzing the data due to noise caused by individual preferences about when they open an NCARB record or submit an application to TBAE.</p> <p>Mr. Hiles noted that reciprocal applications will be much more likely to result in a registration, much sooner.</p> <p>Mr. Brenton agreed. He said the data he provided considered all applications, but said it can be isolated by examination applications.</p> <p>Mr. James asked if staff could provide data on the number of reciprocal applicants who live in Texas versus those that live elsewhere.</p> <p>Mr. Alvarado responded that this information can be provided to the Board.</p> <p>In concluding the discussion on registration trends, Mr. Brenton reminded the Board that overall, the agency's active registration numbers are getting slightly bigger every year, but the rate of growth is slowing and heading toward zero. That should be kept in mind when considering the agency budget and fund balance policy.</p> <p>Mr. Brenton addressed the trends in disciplinary actions as described on page 19 of the Board materials and referred the Board to those materials as a supplement to his presentation.</p> <p>Mr. Brenton directed the Board to the FY25 Income Statements, noting that the Income Statement on page 20 is through the second quarter (February 28, 2025), while the Income Statement on page 22 is through April 30, 2025. Mr. Brenton provided an update of the current state of the agency's finances and budgetary line items.</p> <p>Mr. Brenton directed the Board to the Scholarship Fund balance on page 23 of the Board materials and referred the Board to those materials as a supplement to his verbal presentation. Mr. Brenton provided a summary of scholarship income and expenditures.</p> <p>Mr. Brenton provided an update on the legislative session and referred to a report compiled by Mr. Gary as a supplement to his verbal presentation. Ms. Salazar and Mr. Brenton thanked Mr. Gary for the report.</p>
<p>4. FY26 Draft Operating Budget</p>	<p>Mr. Brenton addressed the FY26 Draft Operating Budget on page 24 of the Board materials and referred the Board to that document as a supplement to his verbal presentation.</p> <p>Mr. Brenton began by noting this budget is an early draft and that he would address differences in the budget and actuals for fiscal year 2025, as well as</p>

	<p>the changes proposed for fiscal year 2026. Under Revenues, for “Licenses & Fees” and “Business Registration Fees,” past trends indicate an approximate 1% increase, which is reflected in draft budget. For “Interest,” Mr. Brenton stated that he used a model that projects interest income based on predicted federal interest rates, which suggests a \$38,000 decrease in interest income in FY 26.</p> <p>Mr. Hiles asked for clarification on the “Other Revenues” line item, and Mr. Brenton answered that it is for issuing wall certificates, which is pass-through income because the agency incurs expenses in printing the certificates.</p> <p>Moving on to budgeted Expenditures, Mr. Brenton noted that actuals for “Salaries and Wages,” are below budget in fiscal year 2025, and this is due to job vacancies and gaps in filling positions. The amount budgeted for fiscal year 2026 includes payroll for a fully staffed agency and merit increases for qualifying employees. For “Professional Fees and Services,” Mr. Brenton noted that expenses will be incurred this summer so the requested budget for fiscal year 2026 remains the same. Similarly, for “Professional Fees and Services – IT/IS,” Mr. Brenton noted that the requested budget for fiscal year 2026 aligns with the total amount of anticipated expenses for FY25.</p> <p>In addressing “Board Travel,” Mr. Brenton noted that the actual expenses for fiscal year 2025 will end up lower than budgeted for two main reasons – first, CIDQ covered attendance for two TBAE representatives (which is unlikely to occur again), and second, there were Board member scheduling conflicts that reduced Board attendance at National Council meetings this past year. For “Staff Travel,” Mr. Brenton proposes to maintain the same budgeted amount for fiscal year 2026 to cover travel to West Texas and the possibility of a governor’s training program that would require Mr. Brenton to travel for three weeks in the fall.</p> <p>With regard to “Materials and Supplies – IT/IS,” Mr. Brenton expects this line item to end up well over the budgeted amount for fiscal year 2025 due to several expenses related to upgrading the agency servers. Mr. Brenton noted that one of these expenses is VMware, which will be much higher than budgeted this year because the agency is paying for software on more cores and is also being required to pay for a three-year subscription rather than one. The upside is that after the expense is incurred this fiscal year, it will not need to be paid in the next two fiscal years.</p> <p>Ms. Salazar asked for clarification on the purpose of VMware, Mr. Brenton answered it stands for virtual machines (which is used to partition the agency servers).</p> <p>Continuing to “Board/Staff Training and Conference Fees (Other),” Mr. Brenton noted that this line item is projected to be under budget for fiscal</p>
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	<p>year 2025; however, he noted that the agency has only been fully staffed for three months so he is proposing to keep the budgeted amount the same for fiscal year 2026. For the “SWCAP Payment (Other),” the 2026 budgeted amount is based on information from similarly situated agencies, and TBAE has not received this bill from the Governor’s Office for fiscal year 2025.</p> <p>Mr. Brenton stated the draft budget is an early, base level draft and he will be speaking with staff in the upcoming weeks to get ideas for additional projects that may require funding requests. Mr. Brenton provided examples such as improvements to the Board meeting room, sound amelioration in the office, website improvements, digitalization of microfiche, and upgrading switches.</p> <p>Mr. James asked how the governor’s initiatives have been incorporated into the budget.</p> <p>Mr. Brenton said the suggested reductions he identified in his letter to the governor’s office had been realized in the current fiscal year. He said if he receives any additional guidance from the governor’s office, he would share that with the Board in August.</p> <p>Ms. Smith thanked Mr. Brenton for his work on the draft budget. She noted the possibility of upgrading the Board room, which is shared with the Texas State Board of Public Accountancy (TSBPA), and asked how that expense would be handled between the agencies. Mr. Brenton answered there would likely need to be a Memorandum of Understanding related to ownership and division of cost for any equipment that is purchased.</p> <p>Ms. Walker asked if TSBPA is also interested in improving the meeting space, and Mr. Brenton answered that they are. He also noted the current office lease runs for five more years.</p>
<p>5. Enforcement Cases</p> <p>5a. Registrant/Non-Registrant Cases</p>	<p>Mr. James invited Ms. Mayo to present the enforcement cases for Board consideration.</p> <p>Calvert, Richard Alan, Sr. (Case No. 060-24A)</p> <p>Ms. Mayo directed the Board to the written materials for the case beginning on page 25 and provided a summary of the case as well as staff’s recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Bargainer/Walker) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$4,000 AND WHICH ORDERS THE RESPONDENT TO COMPLY WITH OCCUPATIONS CODE CHAPTER 1051 AND BOARD RULES, AS SET FORTH IN THE REVISED REPORT AND NOTICE OF VIOLATION DATED APRIL 4, 2025.</p>

	<p>THE MOTION PASSED UNANIMOUSLY.</p> <p>Fanos, Medhat (Case No. 101-24E) Ms. Mayo directed the Board to the written materials for the case beginning on page 27 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Hiles/Salazar) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$3,000 AND WHICH ORDERS THE RESPONDENT TO CEASE AND DESIST ANY AND ALL VIOLATIONS OF OCCUPATIONS CODE CHAPTER 1051 AND BOARD RULES, AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED APRIL 1, 2025.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>Fuentes, Hugo (Case No. 021-24N) Ms. Mayo directed the Board to the written materials for the case beginning on page 28 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Walker/Smith) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$2,500 AND WHICH ORDERS THE RESPONDENT TO CEASE AND DESIST ANY AND ALL VIOLATIONS OF OCCUPATIONS CODE CHAPTER 1051 AND BOARD RULES, AS SET FORTH IN THE REVISED REPORT AND NOTICE OF VIOLATION DATED APRIL 11, 2025.</p> <p>Ms. Smith asked for clarification on the enforcement process after a respondent receives a warning, specifically whether there is any follow-up by the Board.</p> <p>Mr. Brenton responded that, on an ad hoc basis, staff have followed up on certain cases where there had been particular difficulty ensuring compliance.</p> <p>Mr. Ramirez added that staff often have help when the initial complainant keeps tabs on the Respondent and will submit an additional complaint if a violation reoccurs.</p> <p>Mr. Brenton said the agency issues many warnings every year and that tracking each on an ongoing basis would be a significant investment of resources, but one that staff could look at if that was the Board's directive. But he agreed with Mr. Ramirez that public-reporting does a great job in helping the agency to monitor violations.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
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	<p>Lazaro, George E. (Case No. 087-24E) Ms. Mayo directed the Board to the written materials for the case beginning on page 29 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Bargainer/Hiles) TO ENTER AN ORDER WHICH ADOPTS THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ADMINISTRATIVE PENALTY OF \$3,000 AND WHICH ORDERS THE RESPONDENT TO CEASE AND DESIST ANY AND ALL VIOLATIONS OF OCCUPATIONS CODE CHAPTER 1051 AND BOARD RULES, AS SET FORTH IN THE REPORT AND NOTICE OF VIOLATION DATED MARCH 20, 2025.</p> <p>Ms. Walker asked for clarification on whether TBAE staff alerts Texas Board of Professional Engineers and Land Surveyors (TBPELS) about cases against engineers.</p> <p>Mr. Brenton answered that there is an understanding between the two boards to alert the other of cases involving our respective registrants.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>Lord, Donovan Elliott (Case No. 161-21N) Ms. Mayo directed the Board to the written materials for the case beginning on page 30 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Walker/Bargainer) TO ENTER THE ORDER OF THE BOARD ON PAGE 31 OF THE BOARD NOTEBOOK, WHICH INCORPORATES STAFF'S FIRST AMENDED NOTICE OF HEARING; FIRST AMENDED FORMAL CHARGES; SOAH DEFAULT DISMISSAL ORDER ISSUED BY ALJ AMY DAVIS ON APRIL 17, 2025; AND SOAH'S LETTER OF REMAND DATED MAY 6, 2025. THE ORDER IMPOSES AN ADMINISTRATIVE PENALTY IN THE SUM OF \$10,000, AND ORDERS THE RESPONDENT TO CEASE AND DESIST FROM ENGAGING IN ANY CONDUCT THAT VIOLATES TEXAS OCCUPATIONS CODE, CHAPTER 1051 OR 22 TEXAS ADMINISTRATIVE CODE, CHAPTER 1.</p> <p>THE MOTION PASSED UNANIMOUSLY.</p> <p>McCann, Daryl Layne (Case No. 115-25N) Ms. Mayo directed the Board to the written materials for the case beginning on page 54 and provided a summary of the case as well as staff's recommendation.</p> <p>A MOTION WAS MADE AND SECONDED (Bargainer/Hiles) TO RATIFY THE AGREED ORDER SIGNED BY RESPONDENT ON MAY 13, 2025, AND TO ADOPT THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND TERMS OF THE ORDER, INCLUDING AN ADMINISTRATIVE PENALTY OF \$1,700, AND ORDERS</p>
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5b. Continuing Education Cases:

PAYMENT OF ANY REQUIRED REGISTRATION FEES, COMPLETION OF ANY OTHER REQUIREMENTS FOR REGISTRATION, UPON WHICH RESPONDENT’S LANDSCAPE ARCHITECTURAL REGISTRATION SHALL BE APPROVED AND PLACED ON ACTIVE STATUS, SUBJECT TO THE TERMS OF THE AGREED ORDER.

Mr. Hiles asked for clarification on how this violation affects any applications filed by the Respondent, which Ms. Mayo answered.

THE MOTION PASSED UNANIMOUSLY.

Nguyen, Tien Nhat (Case No. 116-25N)
Ms. Mayo directed the Board to the written materials for the case beginning on page 63 and provided a summary of the case as well as staff’s recommendation.

A MOTION WAS MADE AND SECONDED (Bargainer/Hiles) TO RATIFY THE AGREED ORDER SIGNED BY RESPONDENT ON MAY 9, 2025, AND TO ADOPT THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND TERMS OF THE ORDER, INCLUDING AN ADMINISTRATIVE PENALTY OF \$1,700, AND ORDERS PAYMENT OF ANY REQUIRED REGISTRATION FEES, COMPLETION OF ANY OTHER REQUIREMENTS FOR REGISTRATION, UPON WHICH RESPONDENT’S ARCHITECTURAL REGISTRATION SHALL BE APPROVED AND PLACED ON ACTIVE STATUS, SUBJECT TO THE TERMS OF THE AGREED ORDER.

THE MOTION PASSED UNANIMOUSLY.

Ms. Mayo directed the Board to written materials for the continuing education cases on pages 72-93 of the Board materials, which contain summaries of the cases as well as staff’s recommendations.

A MOTION WAS MADE AND SECONDED (Hiles/Walker) TO ACCEPT STAFF’S RECOMMENDATION FOR DISCIPLINE IN THE FOLLOWING CONTINUING EDUCATION CASES:

Case No. 108-25A	Adams, Tyler Douglas	Arch. No. 21898
Case No. 065-25A	Aven, Morgan K.	Arch. No. 28590
Case No. 034-25A	Caveney, John Howard	Arch. No. 25778
Case No. 070-25A	Couch, Brittney Nicole	Arch. No. 27433
Case No. 092-25I	DeJean, Colette Rochelle	R.I.D. No. 11599
Case No. 083-25A	Dennison, Michael William	Arch. No. 14302
Case No. 071-25A	Dumas, David	Arch. No. 19267
Case No. 087-25A	Ferguson, Marcella H.	Arch. No. 14308
Case No. 050-25A	Gaskin, Robert	Arch. No. 29728
Case No. 057-25I	Helton, Julie Marie	R.I.D. No. 9735
Case No. 111-25A	Lim, G. Yim Lei	Arch. No. 7563
Case No. 074-25I	Malaty, Irene	R.I.D. No.11953

	<p>Case No. 051-25L Martinez, Scott Richard L.A. No. 2715</p> <p>Case No. 035-25I McElhenie, Tracy R.I.D. No. 10220</p> <p>Case No. 032-25I McLean, Allison Paige R.I.D. No. 12691</p> <p>Case No. 052-25L Renz, Lauren R. L.A. No. 2097</p> <p>Case No. 199-24I Runkle, Todd Timothy R.I.D. No. 11335</p> <p>Case No. 081-25A Silva, Cesar Antonio Arch. No. 20835</p> <p>Case No. 119-25L Simpson, Peter Ryan L.A. No. 3024</p> <p>Case No. 027-25A Temple, Jessica Lindsay Arch. No. 26732</p> <p>Case No. 082-25A Ye, Rudan Arch. No. 19376</p> <p>Case No. 020-25A Yuen, Chi Yin Tommy Arch. No. 21589</p> <p>THE MOTION PASSED UNANIMOUSLY.</p>
<p>6. Resolution Honoring Donna Vining of Texas Association for Interior Design</p>	<p>Mr. James read the following proposed resolution into the record:</p> <p>“Be It Known that Donna Vining has distinguished herself by her many years of dedicated service to her profession and to the people who live, work, and play in the built environment of the State of Texas; and</p> <p>WHEREAS, Ms. Vining is a native Texan, born in the City of Dallas; and</p> <p>WHEREAS, Ms. Vining subsequently graduated North Texas State University with a Bachelor of Fine Arts in Interior Design; and</p> <p>WHEREAS, Ms. Vining became a Texas Registered Interior Designer in 1993, bearing registration number 2766; and</p> <p>WHEREAS, Ms. Vining worked as a Texas Registered Interior Designer at Texas Distributors, before founding Donna’s Designs and later Vining Design Associates; and</p> <p>WHEREAS, Ms. Vining began her advocacy career at the Texas Association for Interior Design in 1985, before the organization even became chartered, and</p> <p>WHEREAS, Ms. Vining became both President and Executive Director of the Texas Association for Interior Design in 2000, and has remained Executive Director ever since; and</p> <p>WHEREAS, Ms. Vining has tirelessly and effectively represented the interests of Texas Registered Interior Designers for decades, always with an emphasis on the protection of the public; and</p> <p>WHEREAS, Ms. Vining is certain to continue and expand on her globe-trotting adventures during this next chapter of her life, with her home base and headquarters of Casa Abrazos in San Miguel de Allende, Mexico, with</p>

	<p>the warmest of wishes and the best of regards to her from both the Board and the staff of the Texas Board of Architectural Examiners, therefore, be it RESOLVED that the Texas Board of Architectural Examiners, in formal meeting assembled this 10th day of June, 2025, does publicly acknowledge its appreciation of outstanding service to the state of Texas and have voted unanimously for this RESOLUTION OF APPRECIATION to Donna Vining, and have caused a copy of this Resolution to be included within the minutes of this Board.</p> <p>THE RESOLUTION WAS ADOPTED BY ACCLAMATION.</p>
<p>7. 2025 NCARB Annual Business Meeting on June 19-21, 2025: Resolutions Overview and Designation of Voting Delegate</p>	<p>Mr. Brenton directed the Board to page 95 of the Board materials and summarized the resolutions that will be discussed at the NCARB Annual Business Meeting.</p> <p>A MOTION WAS MADE AND SECONDED (Bargainer/Smith) TO APPOINT JUSTIN HILES AS THE VOTING DELEGATE TO THE NCARB ANNUAL BUSINESS MEETING.</p> <p>Ms. Salazar asked if there are any concerns about the NCARB resolutions.</p> <p>Mr. James responded that these resolutions are straightforward. They were addressed at the NCARB Regional Summit and he did not have any concerns.</p> <p>Ms. Smith asked if these were the same resolutions that had been addressed at the regional meeting.</p> <p>Mr. Hiles responded that the resolution relating to the adoption of a mutual recognition agreement with Costa Rica had been withdrawn and would not be considered at the annual meeting.</p> <p>THE MOTION PASSED.</p>
<p>8. CLARB Special Meeting on August 12, 2025: Resolutions Overview and Designation of Voting Delegate</p>	<p>Mr. Brenton directed the Board to page 159 of the Board materials and summarized the resolutions that will be discussed at the CLARB Special Meeting.</p> <p>A MOTION WAS MADE AND SECONDED (Hiles/Salazar) TO APPOINT TIM BARGAINER AS THE VOTING DELEGATE TO THE CLARB SPECIAL MEETING.</p> <p>Mr. James asked Mr. Bargainer if he had any concerns about the resolutions. Mr. Bargainer discussed Resolution 5, relating to the Removal of Contested Election for Officers. He said it was important for the organization to remain transparent. He also discussed the elimination of the treasurer position and transitioning the role of the secretary to the CEO.</p>

	<p>Ms. Smith said she has wondered about that change. She said the legal requirements in the states she is familiar with require the appointment of a president and secretary at minimum. She said she is not familiar with the laws in the District of Columbia.</p> <p>Mr. Brenton said he could not comment on the law in DC, but noted the CLARB materials indicate “revisions were identified by legal counsel to ensure CLARB is in compliance with [District of Columbia] laws.”</p> <p>Mr. Bargainer said he is comfortable with the legality of the change if it has been approved by counsel, but said it does bring into question the consolidation of power.</p> <p>Mr. Hiles asked if the primary reason for the change is to allow an additional at-large position on the CLARB Board.</p> <p>Mr. Bargainer confirmed that is the purpose of the change.</p> <p>THE MOTION PASSED UNANIMOUSLY. MS. SMITH ABSTAINED FROM THE VOTE.</p>
9. Upcoming Executive Director Annual Performance Evaluation	<p>Mr. James provided an overview of the Executive Director annual performance evaluation process and identified the items the Board members will receive. He said completed evaluation forms will be due by July 25, 2025, and confidential packets will be distributed to the Board members by August 12, 2025. On August 21, 2025, the Board will meet in executive session to discuss the evaluations, the Executive Director’s attainable goals, objectives, and priorities, as well as adjustments to salary and merit-based compensation.</p>
10. Reports on National Regulatory Boards and Board Member and Staff Committee Service	<p>Mr. Brenton provided an update on the work of the CIDQ and CLARB MBE Committees and said he will be serving a second year on the NCARB Professional Conduct Committee.</p> <p>Mr. Bargainer stated he is a candidate for the CLARB Leadership Advisory Council.</p> <p>Mr. Hiles stated he was selected for NCARB’s Licensure Process Research & Development Task Force, and work begins in July.</p> <p>Ms. Read-Warden stated she was selected for the NCARB Research Committee.</p> <p>Ms. Smith stated she will be serving a second year on the NCARB Examination Committee.</p>

	<p>Ms. Salazar stated she remains on the ICOR Practice Overlap Committee until its final recommendations are issued.</p> <p>Mr. James stated he was elected to the Executive Committee for NCARB Region 3.</p> <p>Mr. James expressed appreciation to everyone for representing Texas in these national organizations.</p>														
11. Report on Past Conferences and Meetings	<p>Mr. Brenton attended the NCARB Member Board Executive Workshop, and said that the workshop provided valuable insights into an architect's day-to-day professional work, which are helpful in analyzing disciplinary cases and communicating with architects and other professionals.</p> <p>Mr. Brenton, Mr. James, Mr. Hiles, and Ms. Smith attended the NCARB Regional Summit. Mr. Brenton stated highlights included continued discussion and emerging details regarding alternative pathways to registration and practice overlap.</p> <p>Mr. James added that the Region 3 breakout session included a guest speaker and great presentation on leadership and perseverance, which was really well-received. He said he is happy with the direction of NCARB coming out of the meeting.</p> <p>Mr. Hiles appreciated the focus on regional presentations from leadership candidates and the opportunity to hear from and interact with those candidates in a smaller room.</p> <p>Ms. Smith agreed and said she was happy with the cohesiveness of the meeting, especially in comparison to the year prior.</p> <p>Mr. Brenton and Mr. Bargainer attended the Texas ASLA Conference and discussed takeaways from the TBAE presentation to the conference.</p>														
12. Report on Upcoming Conferences and Meetings	<p>The following upcoming conferences and meetings were noted:</p> <table> <tr> <td>June 19-21</td><td>NCARB Annual Business Meeting</td></tr> <tr> <td>July 16</td><td>Virtual Meeting to Discuss CLARB Resolutions</td></tr> <tr> <td>July 16-18</td><td>ASID Celebrating Design</td></tr> <tr> <td>Aug. 12</td><td>CLARB Special Meeting</td></tr> <tr> <td>Sept. 18- 20</td><td>CLARB Annual Meeting</td></tr> <tr> <td>Oct. 30-Nov. 1</td><td>TxA Annual Conference and Design Expo</td></tr> <tr> <td>November 6-8</td><td>CIDQ Annual Meeting</td></tr> </table> <p>Mr. Brenton noted the upcoming FARB Regulatory Excellence Summit July 24 – 26 and said he would provide information on the meeting to the Board members.</p>	June 19-21	NCARB Annual Business Meeting	July 16	Virtual Meeting to Discuss CLARB Resolutions	July 16-18	ASID Celebrating Design	Aug. 12	CLARB Special Meeting	Sept. 18- 20	CLARB Annual Meeting	Oct. 30-Nov. 1	TxA Annual Conference and Design Expo	November 6-8	CIDQ Annual Meeting
June 19-21	NCARB Annual Business Meeting														
July 16	Virtual Meeting to Discuss CLARB Resolutions														
July 16-18	ASID Celebrating Design														
Aug. 12	CLARB Special Meeting														
Sept. 18- 20	CLARB Annual Meeting														
Oct. 30-Nov. 1	TxA Annual Conference and Design Expo														
November 6-8	CIDQ Annual Meeting														

13. Board Member Comments/Future Agenda Items	Mr. James asked if the Board members had any comments or suggestions on future agenda items. No suggestions were received.
14. Upcoming Board Meeting	Mr. James noted the upcoming Board Meetings. Thursday, August 21, 2025 Thursday, November 20, 2025
15. Adjournment	Mr. James adjourned the meeting at 12:39 p.m.

APPROVED BY THE BOARD:

DARREN L. JAMES, FAIA
Chair
TEXAS BOARD OF ARCHITECTURAL EXAMINERS

TBAE Staff Accomplishments: August 2025 Board Meeting

June

- June Board Meeting
- Continued Biennial Review of Agency Policies – ED, Registration, Communications, Accounting, HR, IT/IS
- Continuation of Payment Provider Changeover – IT
- Bi-Weekly TXING Texas Interagency Networking Group Executive Meetings – ED
- Presentation of Agency Outreach Program to CLARB MBE Forum – ED
- CLARB MBE Committee Meeting – ED
- NCARB Annual Meeting

July

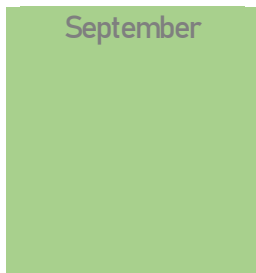
- Development of Revised Policy on Remote Work – ED
- Continued Biennial Review of Agency Policies
- Continuation of Payment Provider Changeover Project – IT
- Enforcement Team Meeting
- CLARB Licensure Summit – ED
- Information Security Meeting – ED and IT
- Bi-Weekly TXING Texas Interagency Networking Group Executive Meetings – ED
- Case Review Meeting – ED, Legal, and Enforcement
- CLE on Data Security for Employers – ED
- CLARB Bylaws Webinar and Discussion with Tim Bargainer
- Meeting to Discuss Management of Registrants' Address Information – ED, EA, and IT
- ASID Celebrating Design Conference – Registration
- CLARB MBE Committee Meeting – ED
- NCARB Region 3 Board of Directors Meeting – ED
- Enforcement Team Meeting
- Texas Digital Government Summit – IT
- NCARB Licensing Advisers Summit – Registration
- NCARB Professional Conduct Committee Meeting: Training and Case Review – ED
- Texas Public Information Act Legislative Review Webinar – Legal and EA
- Staff Performance Reviews – All Departments
- Planning Activities for FY26 Outreach Program – Registration and Communications

August

- Continued Biennial Review of Agency Policies
- Continuation of Payment Provider Changeover Project – IT
- Texas Bar CLE Conference: Advanced Government Law – ED
- CIDQ MBE Committee Meeting – ED

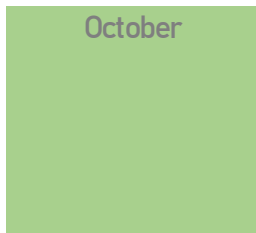


- Attendance at Building Officials of Texas Annual Meeting – Enforcement
- Workplace Wellness Workshop – HR
- Bi-Weekly TXING Texas Interagency Networking Group Executive Meetings – ED
- Bi-Weekly Legal Department Meetings
- CLARB Special Meeting to Consider and Vote Upon Bylaws Changes
- NCARB Professional Conduct Committee Meeting – ED
- State Office of Emergency Management Symposium – HR
- CLARB MBE Committee – ED
- Enforcement Team Meeting – Conference Prep
- TBAE Board Meeting
- Information Security Meeting – ED and IT
- DPS Criminal Justice Systems Training – Enforcement



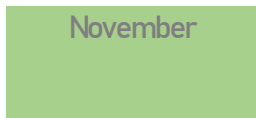
September

- Presentation to AIA Lower Rio Grande Valley – Enforcement
- Presentation to UT Architecture Program – Registration and Enforcement
- CLARB Annual Meeting – ED
- Presentation to UTSA Architecture Program – Registration and Enforcement
- Presentation to AIA San Antonio – Registration and Enforcement



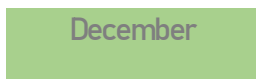
October

- Texas OAG Government Law and Liability Conference
- West Texas Design Expo – Communications
- Presentation to Texas Tech Interior Design Program – Communications
- TxA Annual Conference and Design Expo – ED, Registration, Enforcement, Legal, and Communications



November

- CIDQ Annual Meeting – ED
- TBAE Board Meeting
- State E-Records Conference – EA, Legal, IT



December

- Office of the Attorney General Open Government Conference – EA and Legal

Applicants		New Registrants		Registrants (active)		The Rest	
1,308 Fiscal Year to Date	+37 (1,271) Year-over-Year	914 FYTD	-34 (948) YOY	21,035 As of April 30, 2025	+249 (20,786) YOY	A survey of the Registration Division's additional accomplishments and activities	
By-examination applications received FYTD, by profession: Architect: 530 LA: 96 RID: 99 Subtotal: 725		By-examination registrations issued FYTD, by profession: Architect: 238 LA: 57 RID: 99 Subtotal: 394		Architects Resident: 8,926 Nonresident: 6,316 Subtotal: 15,242		3,970 Exam results received FYTD 3,553 ARE 0 NCIDQ 417 LARE	
Reciprocal applications received FYTD, by profession: Architect: 489 LA: 78 RID: 16 Subtotal: 583		Reciprocal registrations issued FYTD, by profession: Architect: 445 LA: 67 RID: 8 Subtotal: 520		RIDs Resident: 3,554 Nonresident: 315 Subtotal: 3,869		1,537 Continuing Education audits conducted FYTD	55 Referred to Investigations FYTD
About this report: August 1, 2025 FYTD: Fiscal Year to Date. Compares current data to that of the beginning of the current fiscal year. YOY: Year-over-Year. Compares current data to that of 12 months prior.				Landscape Architects Resident: 1,247 Nonresident: 677 Subtotal: 1,924		39 Scholarship applications approved FYTD	
				All registrants Resident: 13,727 Nonresident: 7,308 Total: 21,035		168 Certificates of Standing issued FYTD	

Cases Opened (as of July 31, 2025)		Cases Dismissed (as of July 31, 2025)		Days to Investigate a Case (as of July 31, 2025)		Cases Resolved (as of August 7, 2025)	
187	-9 Year-over-Year	51	-40 YOY	56	65 FY Average to Date	22 Warnings by Executive Director	1 Voluntary Surrender
110 Cases referred to Legal Fiscal Year to Date		Dismissal details		Context		49 Disciplinary Actions by Board	54 *Notices of Violation
		TDLR: 42 *Other: 9 *e.g. No evidence; not a violation.		Typical target: 105-400 (2022-23) SDSI avg. actual: 110 (2018)		1 *Complaint Filed at SOAH	0 *Informal Conference

*Matters are ongoing and not yet resolved

Customer Service		Outreach		Employee Engagement		Contact volume (to front desk alone)	
22,891	1,117	1,411	38	448 _{/500}	419	1,589	1,097
Customers surveyed (2024)	Responses (2024)	Impressions (as of August 11, 2025)	Outreach events (as of August 11, 2025)	Most recent score (2024)	Avg. score (since 2010)	Calls (as of July 31, 2025)	Emails (as of July 31, 2025)
92% Customer satisfaction (2024)		478 previous 5-year average	13 previous 5-year average	Strengths: Strategic Workplace Supervision	Weaknesses: Pay Benefits Information Systems	Avg. monthly calls FYTD: 227	Avg. monthly emails FYTD: 157

**Texas Board of Architectural Examiners
FY 2025 Q3 Income Statement**

	FY2025 Budget	FY2025 Income Statement Sept 1, 2024 - May 31, 2025	FY2025 Percentage Earned/Spent Sept 1, 2024 - May 31, 2025
Total Beginning Fund Balance		\$ 3,631,320.21	
Revenues:			
Licenses & Fees	\$ 3,175,000	\$ 2,339,087.28	73.67%
Business Registration Fees	\$ 170,000	\$ 119,205.00	70.12%
Late Fee Payments	\$ 170,000	\$ 137,177.50	80.69%
Other	\$ -	\$ 3,050.00	
Interest	\$ 134,000	\$ 122,854.67	91.68%
Convenience Fees	\$ 83,000	\$ 60,886.49	73.36%
Draw on Fund Balance		\$ -	
Total Revenues	\$ 3,732,000	\$ 2,782,260.94	74.55%
Expenditures:			
Salaries and Wages	\$ 1,920,000	\$ 1,365,304.14	71.11%
Payroll Related Costs	\$ 670,000	\$ 470,660.20	70.25%
Professional Fees and Services	\$ 30,000	\$ 8,209.32	27.36%
Professional Fees and Services - IT/IS	\$ 35,000	\$ 9,483.32	27.10%
Board Travel	\$ 30,000	\$ 9,422.93	31.41%
Staff Travel	\$ 33,000	\$ 19,103.47	57.89%
Materials and Supplies	\$ 12,500	\$ 6,491.54	51.93%
Materials and Supplies - Postal	\$ 12,000	\$ 10,460.29	87.17%
Materials and Supplies - IT/IS	\$ 48,505	\$ 28,589.96	58.94%
Communication and Utilities	\$ 61,300	\$ 33,728.81	55.02%
Repairs and Maintenance	\$ 3,000	\$ -	0.00%
Rentals and Leases - Equipment and Space	\$ 15,000	\$ 11,401.22	76.01%
Rentals and Leases - Office Space	\$ 151,204	\$ 121,891.08	80.61%
Printing and Reproduction	\$ 7,500	\$ 3,307.44	44.10%
Membership Dues (Other)	\$ 17,000	\$ 15,853.00	93.25%
Board/Staff Training and Conference Fees (Other)	\$ 36,000	\$ 12,795.00	35.54%
Operating Expenditures (Other)	\$ 24,000	\$ 22,739.23	94.75%
Convenience Fees (Other)	\$ 83,000	\$ 53,956.54	65.01%
SWCAP Payment (Other)	\$ 25,000	\$ -	0.00%
GR Payment (Other)	\$ 510,000	\$ -	0.00%
Total Expenditures	\$ 3,724,009	\$ 2,203,397.49	59.17%
Excess/ (Deficiency) of Rev over Exp.	7,991	\$ 578,863.45	15.38%
Estimated Fund Balance		\$ 4,210,183.66	

**Texas Board of Architectural Examiners
FY 2025 Q3 Income Statement
Scholarship Fund**

	FY 2025 Income Statement Sept 1, 2024 - May 31, 2025
ARE Grant Fund Beginning Balance	131,176.44
Revenues:	
FY24 Transferred in FY25	4,749.00
ARE Grant Licensing Fees	\$ 19,458.00
Interest	\$ 4,403.67
FY25 Pending Transfer	\$ (2,025.00)
Expenditures:	
ARE Grant Payments	\$ (16,000.00)
Trust Fees	\$ (147.83)
Fund Balance Ending	\$ 141,614.28

Number of Scholarships Awarded **32**

Frequency per Fiscal Year----September 30, January 31, and May 31

Texas Board of Architectural Examiners
FY 2025 July Income Statement

	FY2025 Budget	FY2025 Income Statement Sept 1, 2024 - July 31, 2025	FY2025 Percentage Earned/Spent Sept 1, 2024 - July 31, 2025
Total Beginning Fund Balance		\$ 3,631,320.21	
Revenues:			
Licenses & Fees	\$ 3,175,000	\$ 2,921,231.79	92.01%
Business Registration Fees	\$ 170,000	\$ 150,570.00	88.57%
Late Fee Payments	\$ 170,000	\$ 168,277.50	98.99%
Other	\$ -	\$ 3,810.00	
Interest	\$ 134,000	\$ 152,873.09	114.08%
Convenience Fees	\$ 83,000	\$ 76,557.84	92.24%
Draw on Fund Balance		\$ -	
Total Revenues	\$ 3,732,000	\$ 3,473,320.22	93.07%
Expenditures:			
Salaries and Wages	\$ 1,920,000	\$ 1,666,847.88	86.81%
Payroll Related Costs	\$ 670,000	\$ 580,136.22	86.59%
Professional Fees and Services	\$ 30,000	\$ 9,158.04	30.53%
Professional Fees and Services - IT/IS	\$ 35,000	\$ 26,500.74	75.72%
Board Travel	\$ 30,000	\$ 13,029.85	43.43%
Staff Travel	\$ 33,000	\$ 20,361.71	61.70%
Materials and Supplies	\$ 12,500	\$ 10,512.51	84.10%
Materials and Supplies - Postal	\$ 12,000	\$ 11,170.66	93.09%
Materials and Supplies - IT/IS	\$ 48,505	\$ 43,449.02	89.58%
Communication and Utilities	\$ 61,300	\$ 42,374.03	69.13%
Repairs and Maintenance	\$ 3,000	\$ -	0.00%
Rentals and Leases - Equipment and Space	\$ 15,000	\$ 12,720.40	84.80%
Rentals and Leases - Office Space	\$ 151,204	\$ 147,293.16	97.41%
Printing and Reproduction	\$ 7,500	\$ 3,872.08	51.63%
Membership Dues (Other)	\$ 17,000	\$ 16,853.00	99.14%
Board/Staff Training and Conference Fees (Other)	\$ 36,000	\$ 19,938.54	55.38%
Operating Expenditures (Other)	\$ 24,000	\$ 22,895.47	95.40%
Convenience Fees (Other)	\$ 83,000	\$ 68,230.91	82.21%
SWCAP Payment (Other)	\$ 25,000	\$ 44,299.00	177.20%
GR Payment (Other)	\$ 510,000	\$ -	0.00%
Total Expenditures	\$ 3,724,009	\$ 2,759,643.22	74.10%
Excess/ (Deficiency) of Rev over Exp.	7,991	\$ 713,677.00	18.96%
Estimated Fund Balance		\$ 4,344,997.21	

**Texas Board of Architectural Examiners
FY 2025 July Income Statement
Scholarship Fund**

	FY 2025 Income Statement Sept 1, 2024 - July 31, 2025
ARE Grant Fund Beginning Balance	131,176.44
Revenues:	
FY24 Transferred in FY25	4,749.00
ARE Grant Licensing Fees	\$ 23,955.00
Interest	\$ 5,400.82
FY25 Pending Transfer	\$ (4,497.00)
Expenditures:	
ARE Grant Payments	\$ (24,000.00)
Trust Fees	\$ (181.78)
Fund Balance Ending	\$ 136,602.48

Number of Scholarships Awarded **48**
Frequency per Fiscal Year----September 30, January 31, and May 31

**Texas Board of Architectural Examiners
FY 2026 Proposed Budget**

	FY2025 Budget	FY2025 Expected 08/31/2025	FY2026 Draft Budget
Total Beginning Fund Balance		3,631,320.00	
Revenues:			
Licenses & Fees	\$ 3,175,000	\$ 3,198,878	\$ 3,231,000
Business Registration Fees	\$ 170,000	\$ 164,655	\$ 166,000
Late Fee Payments	\$ 170,000	\$ 184,472	\$ 178,000
Other	\$ -	\$ 4,000	\$ 4,000
Interest	\$ 134,000	\$ 167,849	\$ 114,000
Convenience Fees	\$ 83,000	\$ 83,954	\$ 84,000
Draw on Fund Balance			
Total Revenues	\$ 3,732,000	\$ 3,803,808	\$ 3,777,000
Expenditures:			
Salaries and Wages	\$ 1,920,000	\$ 1,817,548	\$ 1,930,000
Payroll Related Costs	\$ 670,000	\$ 623,783	\$ 662,000
Professional Fees and Services	\$ 30,000	\$ 24,458	\$ 36,000
Professional Fees and Services - IT/IS	\$ 35,000	\$ 28,837	\$ 109,000
Board Travel	\$ 30,000	\$ 16,030	\$ 30,000
Staff Travel	\$ 33,000	\$ 23,102	\$ 33,000
Materials and Supplies	\$ 12,500	\$ 12,500	\$ 14,000
Materials and Supplies - Postal	\$ 12,000	\$ 12,671	\$ 14,000
Materials and Supplies - IT/IS	\$ 48,505	\$ 67,046	\$ 74,000
Communication and Utilities	\$ 61,300	\$ 53,213	\$ 81,000
Repairs and Maintenance	\$ 3,000	\$ 2,000	\$ 3,000
Rentals and Leases - Equipment and Space	\$ 15,000	\$ 13,766	\$ 16,200
Rentals and Leases - Office Space	\$ 151,204	\$ 151,209	\$ 156,000
Printing and Reproduction	\$ 7,500	\$ 3,872	\$ 7,500
Membership Dues (Other)	\$ 17,000	\$ 16,853	\$ 17,000
Board/Staff Training and Conference Fees (Other)	\$ 36,000	\$ 36,996	\$ 36,000
Operating Expenditures (Other)	\$ 24,000	\$ 22,995	\$ 24,000
Convenience Fees	\$ 83,000	\$ 83,954	\$ 84,000
SWCAP Payment (Other)	\$ 25,000	\$ 44,299.00	\$ 50,000
GR Payment (Other)	\$ 510,000	\$ 510,000	\$ 510,000
Total Expenditures	\$ 3,724,009	\$ 3,565,131	\$ 3,886,700
Excess/ (Deficiency) of Rev over Exp.	7,991	238,677	(109,700)
Estimated Year End Fund Balance		3,869,997	

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED ENFORCEMENT ACTION**

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	125-25A
Respondent:	Zephyr Anthony
Location of Respondent:	Austin, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Zephyr Anthony (hereafter “Respondent”) is registered as an architect in Texas with registration number 30256.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only ten hours of qualifying continuing education credit during the audit period of January 1, 2024 through December 31, 2024.
- When renewing their annual registration, Respondent falsely certified compliance with continuing education requirements when they had not completed sufficient continuing education to make this certification.
- Respondent claimed two hours of supplemental continuing education that were completed after the audit period ended.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during the audit period, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with continuing education requirements when renewing their annual registration, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty for this violation is \$500.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$600** as set forth in the Report and Notice of Violation dated August 4, 2025.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED ENFORCEMENT ACTION**

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	124-25I
Respondent:	Ronnajoice C. Beal
Location of Respondent:	Midlothian, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Ronnajoice C. Beal (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 12810.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only one hour of qualifying continuing education credit during the audit period of January 1, 2024 through December 31, 2024.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during the audit period, Respondent violated 22 Tex. Admin. Code § 5.79. The standard administrative penalty for this violation is \$100 per hour of deficiency.

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$1,100** as set forth in the Report and Notice of Violation dated June 16, 2025.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED ENFORCEMENT ACTION**

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	151-25I
Respondent:	Anna Garrison Dunn
Location of Respondent:	Nacogdoches, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Anna Garrison Dunn (hereafter “Respondent”) is registered as a registered interior designer in Texas with registration number 11675.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only six hours of qualifying continuing education credit during the audit period of January 1, 2024 through December 31, 2024.
- When renewing their annual registration, Respondent falsely certified compliance with continuing education requirements when they had not completed sufficient continuing education to make this certification.
- Respondent claimed six hours of supplemental continuing education that were completed after the audit period ended.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during the audit period, Respondent violated 22 Tex. Admin. Code § 5.79. The standard administrative penalty for this violation is \$100 per hour of deficiency.
- By falsely certifying compliance with continuing education requirements when renewing their annual registration, Respondent violated 22 Tex. Admin. Code § 5.79. The standard administrative penalty for this violation is \$500.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 5.175(f)(6).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$800** as set forth in the Report and Notice of Violation dated August, 4, 2025.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED ENFORCEMENT ACTION**

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	093-25A
Respondent:	Matthew William Johnson
Location of Respondent:	Houston, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Matthew William Johnson (hereafter “Respondent”) is registered as an architect in Texas with registration number 22447.
- Based upon the results of a continuing education audit, it was determined that Respondent could produce acceptable documentation for the completion of only four hours of qualifying continuing education credit during the audit period of January 1, 2023 through December 31, 2023.
- Respondent claimed eight hours of supplemental continuing education that were completed after the audit period ended.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of continuing education activities for the audit period, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty for failing to maintain a detailed record of continuing education activities is \$100 per hour of deficiency.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$400** as set forth in the Report and Notice of Violation dated June 16, 2025.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED ENFORCEMENT ACTION**

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	153-25L
Respondent:	William A. Sweitzer
Location of Respondent:	Houston, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- William A. Sweitzer (hereafter “Respondent”) is registered as a landscape architect in Texas with registration number 167.
- Based upon the results of a continuing education audit, it was determined that Respondent could produce acceptable documentation for the completion of only eight hours of qualifying continuing education credit during the audit period of January 1, 2024 through December 31, 2024.
- Respondent claimed four hours of supplemental continuing education that were completed after the audit period ended.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of continuing education activities for the audit period, Respondent violated 22 Tex. Admin. Code § 3.69. The standard administrative penalty for failing to maintain a detailed record of continuing education activities is \$100 per hour of deficiency.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 3.165(f)(6).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$200** as set forth in the Report and Notice of Violation dated August 4, 2025.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED ENFORCEMENT ACTION**

This is an internal document summarizing disciplinary action to be considered by the Texas Board of Architectural Examiners (“the Board”). This document is prepared to inform, advise, and assist the Board in addressing this matter.

Case Number:	123-25A
Respondent:	Robert W. Walters
Location of Respondent:	Sugar Land, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Robert W. Walters (hereafter “Respondent”) is registered as an architect in Texas with registration number 6673.
- Based upon the results of a continuing education audit, it was determined that Respondent completed only seven hours of qualifying continuing education credit during the audit period of January 1, 2024 through December 31, 2024.
- Respondent claimed five hours of supplemental continuing education that were completed after the audit period ended.

Applicable Statutory Provisions and Rules:

- By failing to timely complete 12 hours of qualifying continuing education credit hours during the audit period, Respondent violated 22 Tex. Admin. Code § 1.69. The standard administrative penalty for this violation is \$100 per hour of deficiency.
- Respondent’s completion of supplemental continuing education has been considered as a mitigating factor in support of a reduced administrative penalty. 22 Tex. Admin. Code § 1.165(f)(6).

Action Recommended by Executive Director:

- Enter an Order which adopts the findings of fact, conclusions of law, and recommended administrative penalty of **\$250** as set forth in the Report and Notice of Violation dated June 16, 2025.



ADVANCING PROFESSIONAL STANDARDS
IN LANDSCAPE ARCHITECTURE

2025 Board of Directors & Leadership Advisory Council Elections Ballot

MEMBER BOARD: _____

COMPLETED BY: _____

Please note- Ballots may only be completed by a member or staff from the member board who has been authorized on the credentials letter to represent the member board's vote. The same person may not sign the ballot and the credentials letter.

PLEASE CHECK THE BOXES TO CAST YOUR VOTE:

President-Elect (select 1)

☐

Allison Fleury

Treasurer (select 1)

☐

Craig Coronato

Leadership Advisory Council (select 2)

☐

Tim Bargainer

☐

Rob Lopez

☐

Ryan McEnroe

Please submit your board's ballot and credentials letter together as one voting package. You may submit your voting package to CLARB via email to [Andrea Elkin](#) by Friday, September 12, 2025.

PLEASE NOTE BALLOTS WILL NOT BE ACCEPTED IN PERSON AT THE ANNUAL MEETING.