

BOARD OF PROFESSIONAL ENGINEERS, ARCHITECTS,  
SURVEYORS AND LANDSCAPE ARCHITECTS  
Professional and Vocational Licensing Division  
Department of Commerce and Consumer Affairs  
State of Hawaii

MINUTES OF MEETING

The agenda for this meeting was filed with the Office of the Lieutenant Governor, as required by Section 92-7(b), Hawaii Revised Statutes.

Date: Thursday, March 17, 2016

Time: 9:00 a.m.

Place: Queen Liliuokalani Conference Room  
King Kalakaua Building  
335 Merchant Street, 1<sup>st</sup> Floor  
Honolulu, Hawaii 96813

Present: Dan Hirota, Chairperson, Land Surveyor Member  
Joel Kurokawa, Vice Chair, Landscape Architect Member  
Demetrio Constantino, Public Member  
Alan Inaba, Land Surveyor Member  
Kevin Katayama, Mechanical Engineer Member  
Benedict Lee, Landscape Architect Member  
Clayton Pang, Electrical Engineer Member  
Richard Suzuki, Civil Engineer Member  
Marc Ventura, Architect Member  
Rodney J. Tam, Esq., Deputy Attorney General  
James Kobashigawa, Executive Officer  
Sandra Matsushima, Executive Officer  
Terry Akasaka-Toyama, Secretary

Excused: Ron Iwamoto, Structural Engineer Member  
Joyce Noe, Secretary, Architect Member

Call to Order: There being a quorum present, Chairperson Hirota called the meeting to order at 9:25 a.m.

New Business: f. Appointment of Benedict Lee as Landscape Architect Member

Mr. Lee was introduced as the newest member to the Board as the other Board members introduced themselves.

Agenda: Additions and Revisions: It was moved by Mr. Suzuki, seconded by Mr. Katayama, and unanimously carried to add the following to the agenda:

- Under Correspondence, add a. E-mail from Stephen Sacco.

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Approval of  
Minutes:

It was moved by Mr. Kurokawa, seconded by Mr. Suzuki, and unanimously carried to approve the February 11, 2016 Board meeting minutes as distributed.

Chapter 91, HRS,  
Adjudicatory  
Matters:

At 9:28 a.m., Chair Hirota recessed the Board's meeting to discuss the following adjudicatory matter pursuant to Chapter 91, HRS:

- a. In the Matter of the Professional Engineer's License of Edsel R. Harrison – Settlement Agreement Prior to Filing of Petition for Disciplinary Action and Board's Final Order

It was moved by Mr. Katayama, seconded by Mr. Pang, and unanimously carried to accept this Settlement Agreement.

At 9:37 a.m., the Board came out of Chapter 91, HRS, and returned to its regular order of business.

Applications:

- a. Ratifications

None.

- b. Professional Engineer Committee Recommendations

Mr. Katayama presented the PROFESSIONAL ENGINEER COMMITTEE REPORT and recommended action as follows:

APPROVE CIVIL ENGINEER BY ENDORSEMENT

- KALTSAS, Joseph
- LUNDIN, Carl
- MIMIAGA, Stephen
- OROCHENA, Nesley
- POPELKA, Todd
- PUTTROFF, Brandon
- RUTTER, Charles
- SHIRAZI, Abbass
- VanDERMARK, Lance
- WARD, Markham
- WEST, Michelle

APPROVE ELECTRICAL ENGINEER BY ENDORSEMENT

- ABSHER, David
- MARTINEZ, Karen
- MORGAN, Stacy
- MULHOLLEN, Steven

APPROVE MECHANICAL ENGINEER BY ENDORSEMENT

- SARCEDA, Mark
- STRANDJORD, Brian

APPROVE STRUCTURAL ENGINEER BY ENDORSEMENT

- BARTH, Ryan
- BEACOM, Robert
- CHASE, Jesse
- HART, John
- LOTHROP, Shawn
- MERRELL, Anthony
- SELLADURAI, Ahilan
- SHERMAN, Joel
- SPENGLER, Timothy
- WHITLEY, Charles
- ZAHN, Michael

APPROVE ENGINEER BY EXAM (PE)

- AU, Ray (ME)
- CHANG, Randee (ME)
- KAM, Nicholas (CE)
- MIYAHARA, Royce (CE)
- YEE, Christopher (CE)

DEFER CIVIL ENGINEER BY ENDORSEMENT

- GILBERT, Richard
- KAPLAN, Kevin
- SCHWAGER, Michael

DEFER ELECTRICAL ENGINEER BY ENDORSEMENT

- AHUJA, Anil
- MAYUGA, Onofre
- SEDIGHI, Behrouz
- ZHOU, Gangyi

DEFER MECHANICAL ENGINEER BY ENDORSEMENT

- BOGARD, Lee
- ZHOU, Gangyi

DENY CIVIL ENGINEER BY ENDORSEMENT

- REYNOLDS, Phillip

It was moved by Mr. Suzuki, seconded by Mr. Inaba, and unanimously carried to accept the PROFESSIONAL ENGINEER COMMITTEE REPORT.

c. Professional Architect Committee Recommendations

Mr. Ventura presented the PROFESSIONAL ARCHITECT COMMITTEE REPORT and recommended action as follows:

APPROVE ARCHITECT BY ENDORSEMENT

- BURSON, Robert
- CHANG, Kang
- COLLINS, Arlan
- DREKSLER, Doron
- EAKES, Jeffery
- GEORGE, Richard
- GROOMS, David
- MOUSTY, Kevin
- MURRAY, William
- ORR, Michael Jr.
- SPAETE, Robert
- STEELY, Craig
- STONE, William
- THIEL, David Jr.
- VERNICH, Michael
- WEEKS, Stephen

APPROVE ARCHITECT BY EXAM

- CAMPBELL, Danielle
- O'BRIEN, Daniel
- SNYDER, Natalie

DEFER ARCHITECT BY ENDORSEMENT

- CLIFT, Daniel

DEFER ARCHITECT BY EXAM

- DELA CRUZ, Eric

It was moved by Mr. Suzuki, seconded by Mr. Pang, and unanimously carried to accept the PROFESSIONAL ARCHITECT COMMITTEE REPORT.

d. Professional Land Surveyor Committee Recommendations

None.

e. Professional Landscape Architect Committee Recommendations

None.

Old Business:

a. Rules Committee Report

- Discussion on Proposed Amendments

Mr. Yumol reported the Committee discussed at today's meeting amending the definition of supervision, the requirements regarding wet seals and electronic seals, and amending language regarding misconduct from NCEES's, NCARB's and CLARB's model regulations.

- Approval of Minutes of Rules Committee Meeting on February 9, 2016

There were several issues that the Committee could not agree upon. One issue was to change all references from "design drawings" to "design documents" to be more inclusive of other documents than just drawings. After discussion, by consensus of the Board, it was agreed to keep the terminology to "design drawings".

In the proposed rules amendment under the definition of supervision, additional language was added to include for a successor licensee in situations when a licensee in responsible charge is not able to complete the work. Mr. Tam feels this language should be included in a separate section within the subchapter and will work with Mr. Kobashigawa on the details.

With regards to new language in section 16-115-10.5, for examination misconduct, Mr. Tam suggested adopting language similar to what the Board of Public Accountancy utilizes in their rules as it is more comprehensive.

Also discussed was the new language that was added to section 16-115-10 (Misconduct in the practice). It references performing services outside of the licensee's scope of competency, but Mr. Tam suggested changing "competency" to "practice" as "competency" is too vague and would be difficult to determine. Mr. Kobashigawa indicated the reason why "competency" was utilized over "practice" was to ensure that licensees do not perform services outside of their competency. However, Mr. Tam reasoned as an example, the Board does not specify specialties within a discipline for engineer licensure. Disciplines such as civil, electrical, and mechanical encompass several specialties within the discipline, but the license does not limit them from practicing only in one particular area. Discussion then moved to where a code of conduct or ethics would be prevalent. This matter was tabled for further research on standards of practice or codes of conduct.

The Board also discussed stamping and signing of plans and whether an original set still needed to be required when most plans are prepared, signed, and stamped electronically.

It was moved by Mr. Inaba, seconded by Mr. Suzuki, and unanimously carried to approve the minutes of the February 9, 2016 Rules Committee meeting.

b. E-mail from Richelle Harbert

This matter was deferred from the last meeting. Ms. Harbert of RH2 Engineering, Inc. had questions on licensure of their engineers as well as clarification on the Boards laws and rules regarding observation of construction. The work RH2 Engineering, Inc. will be doing involves testing and analyzing water pumps and analyzing utility operations with design for improvements following.

One of their principals is licensed in Hawaii, but he would not necessarily be physically present in Hawaii during some of the work. They inquired whether his review and oversight could occur via electronic means instead of being physically present.

Although some members would prefer the physical presence of a licensee to oversee the work, there are provisions in the statute and rules to allow a qualified representative, who is under the

supervision of a licensee, to visit the site and communicate with the licensee via electronically. The representative could be a non-licensee so long as they do not represent themselves as being licensed in Hawaii.

After discussion, it was moved by Mr. Suzuki, seconded by Mr. Kurokawa, and unanimously carried to respond back oversight could occur via electronic means instead of being physically present according to section 16-115-2, Hawaii Administrative Rules ("HAR"), as the definition of "supervise, supervision, supervision of design, or under the supervision of means that a licensed engineer, architect, surveyor, or landscape architect, as the case may be, shall: (1) *exercise direct control and oversee the subject activity through physical presence or through the use of communication devices; provided the licensee has both direct control and detailed professional knowledge of the work being supervised; ...*"

With regards to another question as to whether non-Hawaii licensed engineers can perform work under the supervision of the Hawaii licensee who is located out-of-state, the Board agreed it can be done pursuant to section 16-115-2, HAR, and the definition of observation of construction which "means making and documenting visits to the site by a licensed engineer, architect, landscape architect, or *qualified representatives working under the supervision of a licensed engineer, architect, or landscape architect, as the case may require, to observe the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the contract documents.*"

Lastly, she had an inquiry about licensing of corporations and whether there are any regulations for opening branch offices in Hawaii to which the Board will respond that there are none under Chapter 464, Hawaii Revised Statutes.

New Business:  
(continued)

a. Professional Engineers Report

- Licensure Exchange (February 2016)
  - ✓ NCEES has developed a software update that will combine many of their services into one interface for NCEES related tasks. For member boards, they will have one site access information on exam approvals, license and exam verifications, Records and Credentials transmittals, Enforcement Exchange, and member board

profiles. Boards will also be able to download any available academic transcripts and education evaluations. However with this new system, NCEES will not be able to support registration for state-specific exams.

For examinees and licensees, this new system will give them access to all NCEES services through their MyNCEES account such as exam registration, Records, Credentials Evaluations, and exam preparation materials. With a MyNCEES Profile, licensure candidates can document their licensure requirements as they complete them instead of waiting until they apply for licensure. They can also establish an NCEES Record by requesting a final review and transmittal of their profile and paying a fee.

Another feature licensees can take advantage with a MyNCEES Profile is the free continuing education tracking service.

The Credentials Evaluation service will also be enhanced in that once an evaluation is completed, all boards will have access to it. The applicant won't have to pay a separate transmittal fee and the initial application fee will be reduced from \$400 to \$350.

- ✓ With the introduction of the computer-based testing ("CBT") for the FE and FS exams, the number of invalidations has sharply declined. During the four pencil-and-paper administrations prior to the CBT (2012-2013), there were 112 invalidations. During the last two years, there have only been 10 invalidations.

- 2016 Western Zone Meeting

The NCEES Western Zone Meeting is scheduled for May 19-21, 2016 in Anchorage, AK. Mr. Hirota and Mr. Kobashigawa will be attending this meeting.

- 2016 Annual Meeting

The 95<sup>th</sup> NCEES Annual Meeting is scheduled for August 24-27, 2016 in Indianapolis, IN. Funding is available for new board members and administrators (within 24 months of their initial appointment) who are attending the annual meeting for the first time.

- Online Survey Relating to Computer Engineering

NCEES is seeking licensed professional engineers practicing in computer engineering to participate in a professional activities and knowledge study ("PAKS") to update specifications for the PE electrical and computer engineering exams. They require a cross section of licensed professional engineers practicing computer engineering including those working in industry, consulting, the public sector and academia to complete the online survey about the tasks and knowledge required of a licensed electrical or computer engineer with four to six years of experience to practice in a manner that safeguards the health, safety, and welfare of the public. The survey, which takes about 20 minutes to complete, can be taken at <http://ncees.org/about-ncees/news/ncees-needs-additional-computer-engineers-for-online-survey/>.

- Committee Preference Survey

Individuals who are interested in serving on an NCEES committee or task force for the 2016-2017 term are asked to complete an online survey to be considered for the task force or committee.

- New Policy on Exam Cancellation

Beginning April 2016, should NCEES cancel an examinee who was not approved to take an exam, besides placing a note in the examinee's record indicating that they were not approved by their board by the deadline, an email will now be sent to the examinee indicating as such and to contact the board with any questions, not NCEES.

- Washington Accord Program

There has been some confusion as to the equivalency of degrees from the Washington Accord programs to those from EAC/ABET-accredited programs and its relationship to licensure. The Washington Accord is an international agreement among signatory countries recognizing the substantial equivalency of the various accreditation systems. As the U.S. signatory to the Washington Accord, ABET does not conduct site visits to determine if these program degrees are substantially equivalent to an EAC/ABET degree.

The NCEES Center for Professional Engineering Education Services ("Center") recently collected and evaluated data on graduates from six of the eleven countries that are signatories to the Washington Accord. The Center determined that degrees awarded to many graduates of the Washington Accord programs are not substantially equivalent to a degree from an EAC/ABET-accredited program. Many of these programs are deficient in humanities, math, or basic science.

As a result of these findings, the NCEES Board of Directors took the following action in that applicants for the Council Records program with foreign degrees that are not EAC/ABET or CEAB accredited and who have not had an evaluation of their education prior to March 1, 2009, will be required to have an evaluation conducted by the Center in order to obtain a Council Record.

- Proposed Revisions to ABET Criterion 3 and 5

ABET accredits programs using criteria specifying 11 learned outcomes and require programs to assess and demonstrate their student's achievement in each of those areas.

In a recent ABET board of delegates meeting, the Engineering Area Delegation approved revisions to General Criterion 3 (Student Outcomes) and General Criterion 5 (Curriculum) of the criteria for accrediting engineering programs.

At a panel discussion hosted by the National Academy of Engineering ("NAE") to constructively discuss ABET's proposed revisions to Criteria 3 and 5, NCEES Past President David Whitman, Ph.D., P.E. expressed general support of the proposed changes, but offered the following suggestions:

- ✓ NCEES would like to add to criterion 3 language that would encourage institutions to expose students to professional licensure and relate the importance of taking the FE exam during their senior year.
- ✓ Regarding criterion 5, NCEES suggested removing the definition of "one year" and modifying (a) to read as "a minimum of 32 semester hours (or equivalent) of a combination of college-level mathematics and basic

sciences..." They also suggested modifying (b) to read as "a minimum of 48 semester hours (or equivalent) of engineering topics..."

At an NCEES board of directors meeting, the board considered Dr. Whitman's report regarding the action by the ABET board of delegates to revise criterion 3 and 5 as well as his presentation at the NAE forum and voiced general support of the proposed changes to criterion 3 and 5 and unanimously supported Dr. Whitman's recommendations.

- Engineering Competency Model

The Employment and Training Administration along with the American Association of Engineering Societies and other technical and subject matter experts from education, government, business, and industry, has developed a comprehensive competency model for engineering. The model is designed as a resource that provides a lifelong learning template of the core competencies and skills necessary for entry into the engineering profession as well as for maintaining proficiency during one's career.

- 2015 NCEES Annual Report

The 2015 Annual report is available on NCEES's website at <http://ncees.org/about-ncees/publications/past-annual-reports/>. Besides a pdf of the report, they also have available an interactive annual report. Also available on their website is NCEES *Squared*. This publication goes into NCEES's numbered details for 2014-2015 such as passing rates, statistics, and more.

b. Architects Report

- Report on 2016 NCARB Regional Summit Meeting

Ms. Noe, Mr. Suzuki, and Mr. Kobashigawa attended this meeting.

Mr. Suzuki and Mr. Kobashigawa provided a brief summary, but requested this matter be deferred to the next meeting as Ms. Noe will present a formal report to the Board.

- NCARB Fast Facts (February 2016)
  - ✓ Traditionally, to become licensed as an architect, an applicant would need to provide documentation of satisfying the educational, experience and examination requirements. The Intern Development Program ("IDP") was amended to allow college students at the point of matriculation to document their work experience. This was later changed to allow enrollment into the program at the time of high school graduation.

Next by way of a resolution, candidates were allowed to take the Architect Registration Examination ("ARE") prior to completing IDP.

A resolution will be presented at this year's Annual Meeting to implement the Integrated Path to Architectural Licensure ("IPAL"), which would allow candidates in an approved NAAB-accredited degree program the ability to sit for the ARE exam before graduating college. In 2008, a resolution paved the way for a policy granting access to take the ARE prior to completion of IDP. Currently, 49 of the 54 NCARB Member Boards have adopted some form of "early eligibility" and 15 NAAB-accredited degree programs have accepted NCARB's IPAL program.

- ✓ NCARB created a national registration of architects several years ago as a benefit for all Member Boards and the public at large. This service also enables NCARB to provide Member Boards with alert notifications of licensees who receive disciplinary action in another jurisdiction; trends regarding the time to licensure including time to complete the IDP and ARE, detailed licensure statistics, trends and detailed disciplinary data within a jurisdiction and a breakdown of the schools licensees graduated from.
- ✓ NCARB's Annual Business Meeting is scheduled for June 15-18, 2016 in Seattle, WA. Funding for two delegates as well as the Member Board Executive is available. A scholarship fund for public members is also available.

- Memorandum from CEO Regarding Strengthening the Voice for Reasonable Regulation

Following the U.S. Supreme Court ruling against the North Carolina Dental Board, some jurisdictions are reacting to this decision through legislative and executive branch actions:

- ✓ Oklahoma's governor issued an executive order requiring a review of all licensing board decisions by the state attorney general before the decisions become final.
- ✓ Florida's state risk manager issued a preliminary opinion that governmental immunity is suspended for any litigation resulting in an award of damages to plaintiffs suing boards for anti-trust violations; meaning individual licensing board members would be held personally liable with no coverage by the state. Efforts are underway to persuade the governor and/or the legislature to restore insurance coverage to all actions taken by licensing authorities.
- ✓ Arizona's governor plans to support legislation in the Arizona House of Representatives to deregulate landscape architects and geologists based on a belief that a national credential such as a certificate is a sufficient basis for the consumer to discern quality and competency, eliminating the need for state licensure. The stated intent is to systematically deregulate all practices within the design arena.
- ✓ Legislation is being introduced in Connecticut and Georgia to establish authority to independently review, including modification and veto, all decisions of state licensing authorities.

To ensure reasonable regulation is promoted and protected, NCARB has partnered with and allocated resources to strengthen the ability of the Federation of Associations of Regulatory Boards ("FARB") to change from a tracking and analysis organization to one who can serve as a strong advocate for its membership and the collective mission to protect the public.

- Press Release Regarding Launch of Alternative Path to Licensure for Experienced Professionals

As an alternate path to licensure, NCARB developed the e-Portfolio which was designed to satisfy the intern development program ("IDP"), which will be known as the Architectural Experience Program ("AXP"), for professionals with substantial experience who put licensure on hold due to career, personal, or economic decisions. The e-Portfolio will be launched on June 29, 2016 and will only be available to professionals who can document two years of experience that is older than five years. To qualify for licensure through this alternative option, candidates will also need to meet the licensing board's education and examination requirements and have an active NCARB record.

- Press Release on A.R.E. 5.0

The next version of the Architect Registration Examination ("A.R.E.") will include six divisions with test durations ranging between three and a half to five hours – a substantial decrease from A.R.E. 4.0. Each division will include at least 80 questions, one to two case studies to assess a candidate's ability to synthesize multiple pieces of information, and incorporating new testing technologies that will shorten the time to take the exam by about eight hours.

To help with the transition, NCARB has created a series of short videos about the new question types on YouTube at [www.youtube.com/user/NCARBorg](http://www.youtube.com/user/NCARBorg). A.R.E. 5.0 is expected to be launched in late 2016 while A.R.E. 4.0 will continue to be available until June 30, 2018.

- Legislative Tracker

Besides monitoring the proposed bills in Georgia and Connecticut that would require executive oversight to ensure the state's professional licensing boards are entitled to antitrust immunity, bills in Arizona and West Virginia propose to remove certain professions from boards and rearrange the composition of its members. West Virginia would be discontinuing the Board of Landscape Architects and transferring its authority to the Board of Registration for Professional Engineers and adding one landscape architect member. Arizona proposed to deregulate a number of

industries including landscape architects, but due to the quick lobbying effort and response by the local chapter of the American Society of Landscape Architects ("ASLA"), the National ASLA, and CLARB, landscape architects were removed from the list.

c. Surveyors Report

• NCEES Hosts Forum to Strengthen Future of Surveying

NCEES hosted this forum on January 22, 2016 in San Diego, CA to bring together representatives of surveying related organizations to discuss the challenges these organizations have of the surveying profession and to collaborate on strategies to increase the number of licensed professional surveyors.

Participants believe boosting or rebranding the image of the profession as well as increasing public awareness and addressing changes in technology and the varying definitions of the practice of surveying will help keep this profession relevant in the future.

d. Landscape Architects Report

• Summary of Region 5 Webcast on February 23, 2016

✓ A number of boards are facing threats of deregulation. A bill was introduced in Arizona to deregulate a number of industries including landscape architecture; however, due to the quick lobbying effort from the local American Society of Landscape Architects ("ASLA") chapter, the National ASLA and CLARB, landscape architects were removed from the deregulation list.

✓ For the State reports, Mr. Kurokawa reported on the number of licensed landscape architects located both in-state and out-of-state. He also reported that the University of Hawaii, School of Architecture is in the process of establishing a masters of landscape architecture program to start 2017-2018. Faculty to teach for this program will have dual licenses in architecture and landscape architecture.

- Member Board E-News
  - ✓ This spring, CLARB will be conducting a task analysis of the practice of landscape architecture to ensure that what is being tested in the Landscape Architectural Registration Exam (L.A.R.E.) accurately reflects the knowledge and skills required to practice landscape architecture. The results of this research can also be used to strengthen the case of licensure for landscape architects, ensure public protection, and help define and defend the scope of work that landscape architects can perform. The ASLA Hawaii Chapter will notify its members on behalf of CLARB to participate in this online survey.
  - ✓ The next upcoming "In the Know" event will feature a social media virtual workshop. Boards can learn practical tips about what can be shared via social media and how to efficiently develop, implement, and execute a social media plan using free tools and only a small amount of staff time.
  - ✓ Recently, CLARB President Randy Weatherly and Chief Executive Officer Joel Albizo attended the Inter-professional Council on Regulation ("ICOR") which is made up of elected and staff leaders from CLARB, NCARB and NCEES. Each group discussed strategic issues relating to stresses on professional licensure, diversity and governance as well as progress on important operational initiatives such as the evolution of exams and credential database services.
  - ✓ CLARB partnered with ASLA to present to ASLA student chapter presidents an updated student presentation that explains the value of becoming licensed and starting the process to licensure as soon as possible.
  - ✓ CLARB's Annual Meeting is scheduled for September 22-24, 2016 in Philadelphia, PA.

e. Renewal of Licenses

From March 7, 2016, licensees could start renewing their licenses online. As of March 14, 2016, 32% of licensed architects, 41% of landscape architects, 50% of land surveyors and 39% of engineers had renewed their licenses.

Correspondence: a. E-mail from Stephen Sacco

Mr. Sacco's application for a structural engineer license was deferred at a previous meeting due to not having the NCEES 16-hour PE exam in structural engineering or the equivalent. The PE exam he took was a combined civil/structural 8-hour exam. Along with over 35 years of experience in structural engineering, Mr. Sacco requested the Board reconsider his application.

After discussion, it was moved by Mr. Suzuki, seconded by Mr. Pang, and unanimously carried to inform Mr. Sacco that he will need to pass the 16-hour PE exam in structural engineering to obtain a structural engineer licensed in Hawaii.

Executive Officer's Report: None.

Next Meeting: Thursday, April 14, 2016  
9:00 a.m.  
King Kalakaua Conference Room  
King Kalakaua Building  
335 Merchant Street, 1<sup>st</sup> Floor  
Honolulu, Hawaii 96813

Adjournment: The meeting was adjourned at 10:48 a.m.

Taken and recorded by:

/s/ Terry Akasaka-Toyama

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Terry Akasaka-Toyama  
Secretary

Reviewed and approved by:

/s/ James Kobashigawa

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James Kobashigawa  
Executive Officer

4/5/16

Minutes approved as is.

Minutes approved with changes; see minutes \_\_\_\_\_.