



MINUTES
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
GRANTS TO HIGHER EDUCATION COMMITTEE TELECONFERENCE
Davy Crockett Tower
Nashville, Tennessee
Tuesday, June 28, 2016

CALL TO ORDER

Susan Ballard, Committee Chair, called the Grants to Higher Education Committee teleconference meeting to order at 2:02 p.m. on June 28, 2016. The physical location of the meeting was Room 1B of the Davy Crockett Tower at 500 James Robertson Parkway, Nashville, Tennessee. Executive Director John Cothron announced that the meeting notice was posted to the Board of Architectural and Engineering Examiners website on June 21, 2016.

The following **Board members** were present:

Susan Ballard, R.I.D.
Philip Lim, P.E.
Bill Lockwood, R.L.A.
Frank Wagster, R.A.
Susan Maynor, Public Member

A quorum was present.

The following **Board staff** was present:

John Cothron Executive Director
Benjamin Glover Legal Counsel

STATEMENT OF NECESSITY

Ms. Ballard read the following statement of necessity into the record:

The Grants to Higher Education Committee (the "Committee") of the Tennessee Board of Architectural and Engineering Examiners (the "Board") will hold a meeting via telephone on Tuesday, June 28th, 2016, beginning at 2:00 p.m. CDT, due to the impossibility of having a quorum of Committee members physically present and the immediate need to address standard Committee business including setting the

parameters for awarding grants to educational institutions for projects for the 2016-2017 fiscal year. The matters to be considered by the Committee at this meeting require timely action by the Committee so that the Committee may present its decisions to the Board at the next Board meeting. Further, physical presence by a quorum of the Committee members is not practical within the period of time requiring action, and participation by a quorum of the Committee members by electronic or other means of communication is necessary.

Bill Lockwood made a motion, seconded by Frank Wagster, to approve the statement of necessity. The motion passed unanimously by roll call vote:

Susan Ballard—Yes
Philip Lim—Yes
Bill Lockwood—Yes
Frank Wagster—Yes
Susan Maynor—Yes

UNFINISHED BUSINESS

PROPOSAL CRITERIA FOR USE OF ADDITIONAL GRANT FUNDS

Committee members reviewed and discussed a draft of proposed guidelines and a grants application form prepared by Ms. Ballard.

Philip Lim left the conference call at 2:32 p.m.

Mr. Cothron suggested that the grant guidelines could be approved at the August Board meeting, after which the schools would be asked to submit proposals. The deadline for proposals could be set for October 31, 2016, and the Board could approve the distribution of grant funds at the December 2016 meeting.

Ms. Ballard asked that comments on the proposed guidelines be submitted to Mr. Cothron within two (2) weeks. She requested that a one-hour committee meeting be scheduled in August to finalize the guidelines.

Adjourn. Mr. Lockwood made a motion, seconded by Mr. Wagster, to adjourn the meeting. The motion passed unanimously by roll call vote:

Susan Ballard—Yes
Bill Lockwood—Yes
Frank Wagster—Yes

Susan Maynor—Yes

The meeting adjourned at 2:42 p.m.