



**Board Members**

Tian Feng, President  
Nilza Serrano, Vice President  
Robert C. Pearman, Jr.,  
Secretary  
Malcolm "Brett" Gladstone  
Ronald A. Jones  
Mitra Kanaani  
Sylvia Kwan  
Ebony Lewis  
Charles "Sonny" Ward, III

**NOTICE OF IN-PERSON/TELECONFERENCE MEETING**

**October 29, 2021**

**Department of Consumer Affairs**

**HQ 2 Hearing Room**

**1747 North Market Blvd**

**Sacramento, CA 95834**

**To access this In-Person meeting through WebEx, attendees will need to click on the following link and enter their first name, last name, email and the Event Password listed below.**

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=me7dcaf6a91d9253b9cee3d68520512ea>

**If joining using the link above:**

**Event Number: 2496 140 6202**

**Event Password: AB10292021**

**If joining by telephone:**

**+415-655-0001 (US Toll)**

**Access Code: 249 614 06202**

**Passcode: 22102920**

**Instructions to connect to WebEx are after the Agenda**

The California Architects (Board) will hold a meeting as noted above.

**AGENDA**

**10 a.m. to 4 p.m.**

(or until completion of business)

**Action may be taken on any item listed below.**

A. Call to Order / Roll Call / Establishment of a Quorum

B. Public Comment on Items Not on the Agenda

*(Continued)*

The Board may not discuss or act on any item raised during this public comment section, except to decide whether to refer the item to the Board's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

C. Strategic Planning Session. The Board will engage in strategic planning to set goals for professional qualifications, regulation and enforcement, communications, and organizational relationships and effectiveness. No other business will be conducted.

D. Adjournment

The time and order of agenda items are subject to change at the discretion of the Board President and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

The Board plans to webcast the meeting on its website at [www.cab.ca.gov](http://www.cab.ca.gov). Webcast availability cannot be guaranteed due to limitations on resources or technical difficulties. The meeting will not be cancelled if webcast is not available. Meeting adjournment may not be webcast if adjournment is the only item that occurs after a closed session.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

The meeting is accessible to the individuals with disabilities. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

**Person:** Drew Liston

**Telephone:** (916) 575-7202

**Email:** [drew.liston@dca.ca.gov](mailto:drew.liston@dca.ca.gov)

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

California Architects Board

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

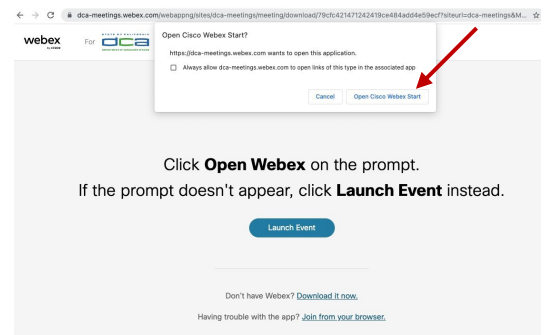
Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5510.15).

### If joining using the meeting link

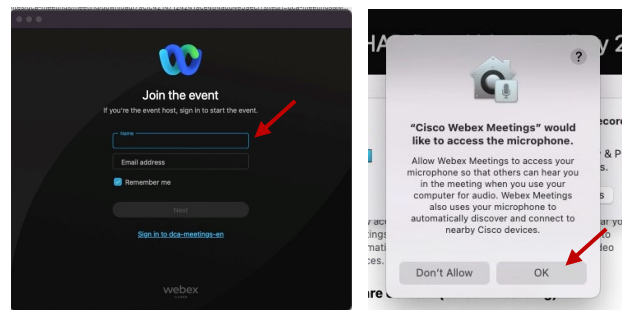
1 Click on the meeting link. This can be found in the meeting notice you received.

2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click “Open Cisco Webex Start” or “Open Webex”, whichever option is presented.

DO NOT click “Join from your browser”, as you will not be able to participate during the meeting.



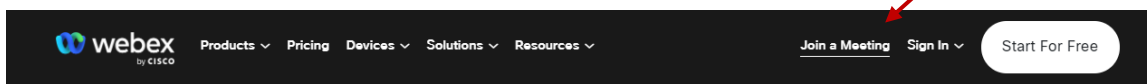
3 Enter your name and email address. Click “Join as a guest” . Accept any request for permission to use your microphone and/or camera.



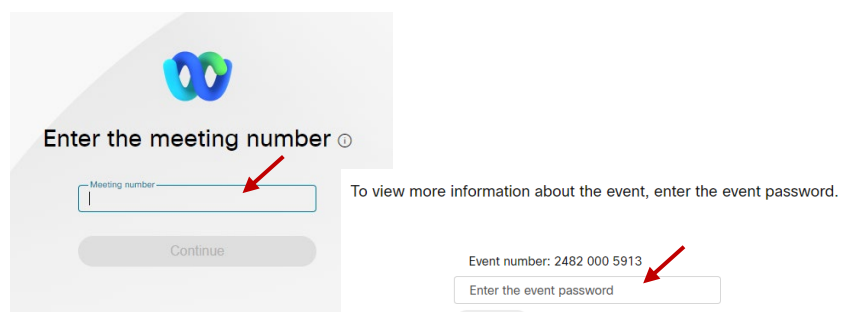
OR

### If joining from Webex.com

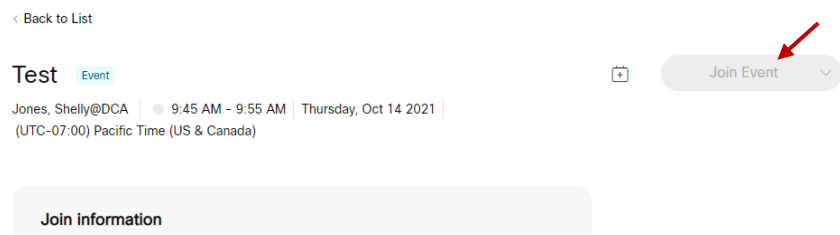
1 Click on “Join a Meeting” at the top of the Webex window.



2 Enter the meeting/event number and click “Continue” . Enter the event password and click “OK” . This can be found in the meeting notice you received.



3 The meeting information will be displayed. Click “Join Event” .



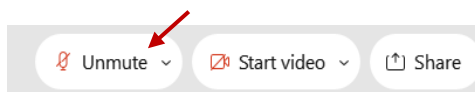
OR

### Connect via telephone:

You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

### Microphone

Microphone control (mute/unmute button) is located on the command row.

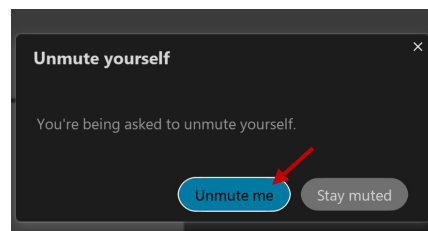


Green microphone = Unmuted: People in the meeting can hear you.



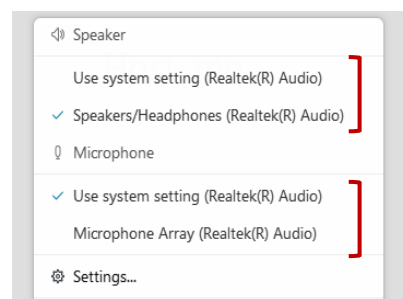
Red microphone = Muted: No one in the meeting can hear you.

*Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on “Unmute Me”.*



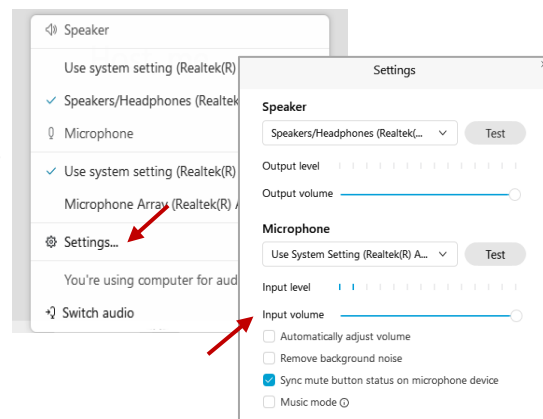
### If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
  - Microphone option if participants can't hear you.
  - Speaker option if you can't hear participants.



### If your microphone volume is too low or too high

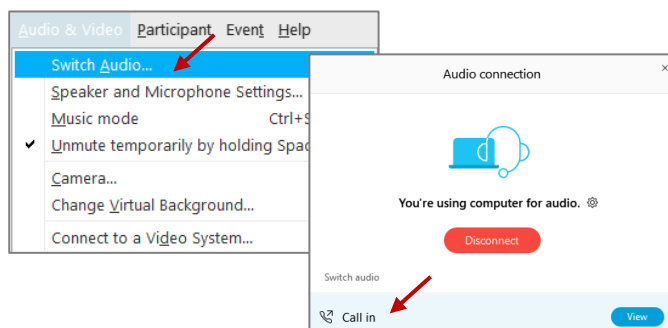
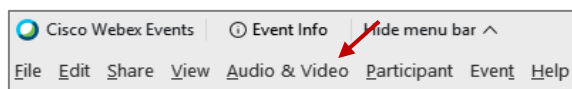
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
  - Click on “Settings...”:
  - Drag the “Input Volume” located under microphone settings to adjust your volume.



### Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through webex. Your phone will then become your audio source during the meeting.

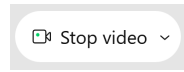
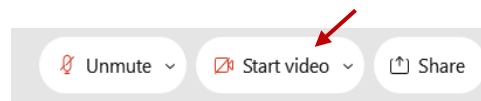
- 1 Click on “Audio & Video” from the menu bar.
- 2 Select “Switch Audio” from the drop-down menu.
- 3 Select the “Call In” option and following the directions.



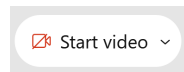
### Web Camera

Only panelists (e.g. staff, board members, presenters) can access the web camera feature.

Camera control (Start Video/Stop Video button) is located on the command row.



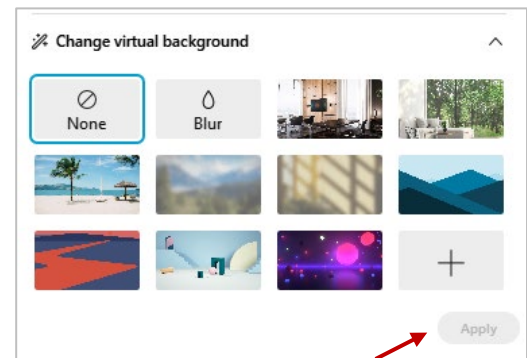
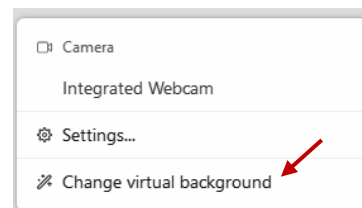
Green dot in camera = Camera is on: People in the meeting can see you.



Red dot in camera = Camera is off : No one in the meeting can see you.

### Virtual Background

- 1 To access virtual backgrounds, click on the bottom facing arrow located on the video button.
- 2 Click on “Change Virtual Background”.
- 3 From the pop-up window, click on any of the available images to display that image as your virtual background and click “Apply”.



### If you cannot be seen

- 1 Locate the command row – click on the bottom facing arrow located on the video button.
- 2 From the pop-up window, select a different camera from the list.

