

Meeting Minutes

West Virginia Board of Architects



Location: Dept. of Administration Conference Room E-119
State Capitol Building
1900 Kanawha Blvd. East
Charleston, WV 25301

Date: Thursday, December 1, 2016

Time: 12:00 P.M.

Attendees: Richard T. Forren, President (RF)
Edward W. Tucker, Secretary (ET)
Jan Fox, Public Member (JF)
Edsel Smith, Public Member (ES)
Emily Papadopoulos, Executive Director (EP)

Absent: Todd E. Boggess (TB)

Order of Business

1. Meeting called to order at 12:57 p.m. by President Richard Forren.
 - a. Edsel Smith was introduced and welcomed as a new Public Member of the WV Board of Architects and completed his oath of office.
 - b. Emily Papadopoulos was introduced and welcomed officially as the Board's new Executive Director. She was hired following advertisement of the position, interview of a shortlist of candidates, and subsequent recommendation of Board members who participated in an Executive Session telephone conference held October 6, 2016. Her employment with the Board began on October 24, 2016.
2. Approval of Minutes
 - a. September 1, 2016 and April 21, 2016 Board Meeting Minutes were approved. Motion to approve JF/RF. Motion passed unanimously.
3. Complaints
 - a. No new complaints.
4. Old Business
 - a. Update on new location for the WV Board of Architects.
 - i. 405 Capitol Street, Mezzanine Suite 3, Charleston WV will be the Board's new location beginning February 1, 2017. 5-year lease term for the 581 square foot suite with one parking space, utilities, taxes, cleaning, included. \$760/month rent compares favorably to the present \$944/month for the office in Huntington.
 - ii. Board members expressed their appreciation to RF for his efforts in reviewing locations and securing the space.
 - b. Newsletter and news page for Website
 - i. EP has been working with web service to make improvements and updating information that is out of date on the Board's website.
 - ii. Newsletter to be published on website with some updates as needed to the content that has already been developed.

5. New Business

- a. Election of Officers
 - i. JF/ES moved to elect RF President and ET Secretary by acclamation. With no objections, these officers were elected.
 - ii. Board members discussed the size of the Board and importance of having a quorum to conduct business. In follow-up to the September meeting, Wendy Scatterday, an architect from Wheeling, was recommended as a possible candidate to Governor Tomblin for appointment to the Board. Motion to recommend ES/ET.
- b. NCARB Chair and MBE Summit October 27-29, 2016
 - i. EP and RF attended the Summit held in Columbus, OH. Topics included accreditation visits to NAAB educational institutions, coordinating work of boards with building code officials, NCARB as a source of information during state legislative sessions, and importance of continuing education with a new emphasis on ethics. RF has been added to the pool of NCARB volunteers who make National Architectural Accrediting Board (NAAB) site visits to NAAB schools.
- c. Mutual Recognition Agreement and Letter of Undertaking – Request by NCARB
 - i. Motion to approve by ET/RF passed unanimously.
- d. Region II Conference Call November 2, 2016
 - i. Main topic discussed was upcoming Regional Summit to be hosted by Region II in Jersey City, NJ March 10-11, 2016.
 - ii. Value of the NCARB certificate was also discussed.
- e. ARE 5.0 Item Development Subcommittee - ET
 - i. ET attended Item Development work session in Portland, OR, November 4-5, 2016, and continues with ARE 5.0 item (question) development homework.
- f. Applications to be Reviewed.
 - i. Reciprocal applications from Daniel Joy and Kellie Cole were reviewed and approved.
 - ii. Application process and paths to reciprocal licensure in WV were reviewed for the benefit of new Executive Director and Board Members. One application was not considered because the applicant has not met the requirements of 6.2.2.
- g. Proposal for database update and website integration
 - i. EP is working with our website manager/vendor to improve the architect database to improve search capabilities.
 - ii. EP is also looking into file back-up processes with Vincent from Miracomp Technologies.

6. Administrative Items

- a. P-Card Log of expenditures August – October 2016 reviewed and approved. Motion to approve all administrative items on agenda by ES/JF. Motion passed unanimously; RF approved and signed P-Card form.
- b. Travel Forms for mileage reimbursement for today's meeting distributed by EP, completed and returned by BOA members.
- c. Sick and Annual Leave forms: See 6a.
- d. Financial Report: EP provided a one-page report summary; following additional training EP will generate more detailed reports through WV Oasis system. Fiscal year ending June 30, 2016.

- e. Response to WV Purchasing Audit.
 - i. 6 issues were identified by audit that required response.
 - ii. Former Board Executive Director Lexa Lewis provided initial response.
 - iii. WV Purchasing responded with a request for an action plan involving more training for Executive Director and instructions for obtaining bids/multiple quotations for large purchase items and how to obtain a sole source provider of a service.
 - iv. EP has worked with Greg Clay from Purchasing and completed and submitted the Action Plan to get the Board into compliance.
- 7. Next Meeting was tentatively scheduled for 12 o'clock noon March 2, 2017 at NEW OFFICE LOCATION: 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.
- 8. Motion to adjourn by JF/ES at 4:05 pm.

Respectively Submitted:

Edward W. Tucker AIA, Secretary

Emily B. Papadopoulos, Executive Director