Meeting Minutes  
West Virginia Board of Architects  

Location: 405 Capitol Street  
        4th Floor Conference Room  
        Charleston, WV 25301  

Date: Thursday, March 21, 2019  

Time: 12:00 P.M.  

Attendees: Todd Bogess, Member (TB) (via teleconference)  
           Richard T. Forren, President (RF)  
           Adam Kraison, Member (AK)  
           Emily Papadopoulos, Executive Director (EP)  
           Wendy Scatterday, Member (WS) (via teleconference)  
           Edsel Smith, Public Member (ES) (via teleconference)  
           Edward W. Tucker, Secretary (ET)  
           Mark Weiler, Assistant Attorney General (MW)  

Absent: Jan Fox, Public Member (JF)  

Order of Business:  

1. Meeting called to order at 1:00 p.m. by President Richard Forren.  

2. Approval of Minutes  
   a. February 22, 2019 Board Meeting Minutes were approved. Motion to approve  
      AK/ET. Motion passed unanimously.  

3. Complaints & Inquiries  
   a. Complaint # 11-20-2018:  
      i. Registrant requested an informal hearing before the Board in response to  
         the Board’s complaint and offer of consent agreement. Registrant and his  
         attorney joined the meeting by teleconference and the registrant’s local  
         counsel joined the meeting in person to explain/defend actions taken and  
         subsequently answer questions by Board members.  
      ii. Registrant and his attorney left the meeting (by teleconference) and his  
           local counsel departed after all questions of the Board had been  
           answered.  
      iii. Motion to go into executive session by ET/WS. Motion approved  
           unanimously.  
      iv. Motion to go out of executive session by ET/WS. Motion approved  
           unanimously.  
      v. Motion to revise consent order by omitting requirement for remedial  
         continuing education, revise violation language to benign infraction  
         relative to the actions of the registrant ET/WS. Motion approved  
         unanimously. MW to make revisions.  
      vi. MW left the meeting.  
   b. Update on candidate for registration who was using NCARB initials: EP notified  
      NCARB staff that candidate was using NCARB initials in promotion of new  
      business as if certified. NCARB communicated to the candidate that NCARB  
      initials may not be used prior to obtaining certificate.  

4. Action Items Regarding Registration
March 21, 2019 Meeting Minutes
405 Capitol Street – 4th Floor Conference Room
Page 2 of 3

a. Reciprocal Applications: None to review at this time.
b. Reinstatement Applications:
   i. Orling: Reinstatement of registration $1,250 was determined appropriate based on period of activity when registration had lapsed: $250 reinstatement fee, $150 late renewal fee, $850 for 8.5 months in current year. Of this amount, $500.00 is a civil penalty which will be transferred to the General Revenue Fund; $350.00 will reimburse the Board for the cost of disposition of the matter. Motion to approve WS/ET. Motion passed unanimously.

5. Financial Report
   a. FY 2018-2019 year to date report reviewed by EP. Cash balance is $210,608.14.
   b. Expenditures and revenue are running normally for this time of the year. No unusual costs or revenues to report.
   c. New website is up and running successfully. Next major endeavor, with associated expense, will be development of new database of registrants.
   d. Board office building is under new management (Riggs), new owners and state are working on new leases. No indication that rent will increase at this time.

6. Legislative Summary
   a. EP distributed a report of bills passed during this year’s session with potential impact on Chapter 30 Boards. She reported that SB 396 will have a limited impact on Architects Board; other boards are working to determine impact.

7. Rule Review and Recommendations
   a. EP is working on revision language to implement Rule changes recommended by the Board in February 22, 2019 Rules review meeting.
   b. 

8. New Business
   a. Region 2 Symposia Rules:
      i. ET reported on Region 2 actions taken at March NCARB Regional Summit (held in Nashville, TN) regarding expenditures and eligible reimbursements for speakers at future Educator/Student/Practitioner Symposia. Next Symposium is to be held at University of Virginia, Charlottesville VA, in the fall of 2020.
      ii. EP, RF, TB, JF, ES, and ET attended this year’s Regional Summit.
   b. 2019 Continuing Education Audit:
      i. EP reported 63 registrants were audited with 37 fully compliant to date. EP tracking non-compliant registrants, number of hours deficient, status.
      ii. AK would like to explore using a graduated matrix of fees that increase as the number of hours reported by registrant decreases and/or a minimum number of hours accumulated below which would be considered “willful disregard” of the continuing education requirement.
   c. Report on FARB (Federation of Associations of Regulatory Boards) Conference:
      i. RF attended. He gave a summary of information covered, advice to boards which included performing an exhaustive review of Rules (WV Architects Board has just completed this) and boards should not be afraid to challenge recommendations of the AG’s office to the board.

9. Registration Report
March 21, 2019 Meeting Minutes  
405 Capitol Street – 4th Floor Conference Room  
Page 3 of 3

a. Currently there are 1,277 total active registrants; 117 are WV residents and 1,159 reside out-of-state.

10. Administrative Items: After review of the following items, all were approved by acclamation:
   a. P-Card Log of expenditures December 2018 – February 2019  
   b. Travel Forms  
   c. Sick and Annual Leave

11. Good of the Order  
   a. Upcoming Board meeting dates:  
      i. Jun 13, 2019 – quarterly meeting  
      ii. Sep 19, 2019 – quarterly meeting  
      iii. Dec 12, 2019 – quarterly meeting  
   b. Long Range Planning and upcoming events:  
      i. June 20-22, 2019 – NCARB Annual Business Meeting, Washington DC

12. Next Meeting is scheduled for 12 o’clock noon Jun 13, 2019 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.

13. Motion to adjourn by ET/TB at 4:00 pm  
Respectively Submitted:

Edward W. Tucker FAIA, Secretary  
Richard Forren, AIA, President  
Emily Papadopoulos, Executive Director