

## West Virginia Board of Architects



**Location:** Quarterly Meeting by teleconference  
Originating from 405 Capitol Street  
Charleston, West Virginia 25301

**Date:** September 16, 2021

**Time:** 12:00 PM

**Attendees:** Todd Boggess, Member (TB)  
Richard Forren, Member (RF)  
Jan Fox, Public Member (JF)  
Adam Krason, Member and President (AK)  
Emily Papadopoulos, Executive Director (EP)  
Wendy Scatterday, Member (WS)  
Edsel Smith, Public Member (ES)  
Edward W. Tucker, Member and Secretary (ET)  
Mark Weiler, WV Attorney General's Counsel to the Board (left at 1:40 pm)

1. AK called the meeting to order at 12:05 p.m.
2. Approval of Minutes – June 3, 2021 and July 14, 2021  
On a motion by RF/WS the Board approved the minutes of June 3, 2021 and July 14, 2021.
3. Disciplinary Matters
  - a) Renewal and Reinstatement Guidance Document  
Document with recommended revisions by MW was reviewed and discussed. On a motion by ES/TB the Board accepted the revisions with the following changes:
    - change “see” to “seek” in first paragraph.
    - omit the word “illegally” in the sentence “For an Applicant that has not...”
  - b) CE Audit - Colin Donahoe  
Letter prepared by MW to registrant Colin Donahue as reviewed and discussed. On a motion by WS/ES the Board voted to approve the letter along with permission for the registrant to sign and return the Continuing Education agreement offered earlier even though the original 21 day period is past.

- c) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers.
  - i. AK recused himself 12:26 pm.
  - ii. Following a lengthy discussion, the Board requested MW to download content from the company's web and social media pages wherein architectural services are being offered by a non-registrant and present findings to the Engineers Board's attorney.
  - iii. EP is waiting to hear back from NCARB's attorney regarding an opinion of the limits that West Virginia's architecture and engineering practice acts may or may not place on registrants to engage in the practice of either discipline when only registered in one discipline).
  - iv. EP may also ask neighboring states about how they treat this issue.

A/K rejoined the meeting at 1:30 pm

#### 4. Action Items Regarding Registration

- a) Reciprocal Application with a NCARB Certificate – Roberto Paredes  
Following discussion, the Board asked EP to ask the applicant to resubmit WV reciprocal application with corrections.
- b) Reciprocal Applications with a State License – Richard Whitaker  
Using Certemy, EP demonstrated how an application review may be accomplished using this application as an example. The Board agreed that the applicant meets our reciprocal registration requirements.
- c) Registration Renewal Report  
Currently there are 1317 registrants, 115 of which are in-state. This number is higher at this point in the year than last year.

#### 5. Financial Report

- a) FY2021: The final report for FY2021 has been tabulated for Budget to Actual:  
Revenue: Budget \$169,351.50 Actual \$172,552.50  
Expenditures: Budget \$160,839 Actual \$144,467  
Travel, temporary help, and association dues were significantly lower than the prior year.
- b) FY2022: Budget to Actual – Summary and Details  
Expenditures: Budget \$169,304 Actual YTD spent = \$34,037  
EP reviewed a comparative breakdown with the prior year.
- c) FY2023: Proposed Budget of \$169,304 – Submitted August 2021  
Budget shifted the reduction in NCARB dues to an equal increase for Temporary Help.

#### 6. New Business

- a) Lease of Office  
Submitted form to request extension to the WV Real Estate Division on 8/23/21. Asked for update, but not yet available. Lease expires on 1/31/2022.

- b) Unclaimed Property  
The Board has reclaimed \$350.00 payable to the Board from the WV Treasurer's "Unclaimed Property".
- c) Update on Fairmont State University (FSU)  
Discussion of potential accreditation and application through our Rules. EP has corresponded with Philip Freeman, faculty at FSU, and NCARB's Patricia Ramallo about application of the Rule regarding recognizing a degree as accredited following graduation. Philip believes chances are good that accreditation will occur effective January 2022 based on their next scheduled visit Fall of 2022.
- d) Comments about Construction Administration  
The Board was advised by a registrant that they believe our Rule regarding Construction Administration is not being adhered to. ET suggested that this be addressed in a future newsletter as a reminder that Construction Administration is considered the Practice of Architecture. Others suggested that a reminder of our CE requirements would also be useful in a future newsletter.
- e) Discussion of sealing documents and electronic signatures.  
EP suggested an update to our Handbook for Code Officials. Desire is to convey "electronic" options more clearly. This could be nicely updated in the Handbook for Code Officials and then excerpted for a shorter guidance document. There are a lot more questions about electronic options in the age of COVID.
- f) Discussion of definitions of "Registered Architect" and "Architect" in W.Va. Code  
"Architect" vs. a "Registered Architect" in WV is perceived the same because of how the code and rules are written. "I am an architect registered in West Virginia (or whatever other jurisdiction)" would be the proper characterization to use.
- g) EP advised of a request from the Legislative Auditing Office who has requested a total expenditure of what the Board has spent on administrative law hearings including judges, AG's office, and court reporters, as well as the total fines or costs collected resulting from the hearings during calendar years 2018 and 2019. The answer is zero dollars.

7. Old Business / Planning

- a) Centennial 1921 -2021  
EP has had discussions with John Auge, Humanities Council and Tourism Commissioner. Due to COVID, development of anything that involves in-person contact are likely to be in vain. Also doing something in coordination with the Board of Engineers during COVID will be difficult. An anniversary logo and/or pins are possible since costs under \$2,500 do not have to be bid out. The concept of a digital "architectural trail" in the state will cost more than \$2,500 and is best left to others. The Board would like to make a presentation at the AIA Gala this fall.
- b) Building Code Officials Handbook  
EP wants to work with a few of the Board members to create revisions / additions.

8. Informational Items and Good of the Order

Upcoming Board Meetings

- December 9, 2021
- February 17, 2022
- May 19, 2022
- August 25, 2022
- November 17, 2022

State Auditor's Conference for Chapter 30 Boards

- October 26, 2021 -More information available soon. Discussion about who must attend vs. option

7. AK adjourned the meeting at 3:10 pm.

Respectively Submitted:

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Edward W. Tucker FAIA, Secretary

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Adam Krason, AIA, President

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Emily Papadopoulos, Executive Director