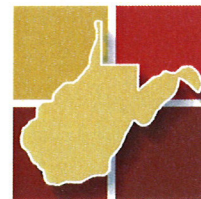


Meeting Minutes

West Virginia Board of Architects



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

Date: Thursday, October 5, 2017

Time: 12:00 P.M.

Attendees: Todd Boggess, Member (TB)
Richard T. Forren, President (RF)
Jan Fox, Public Member (JF)
Adam Krason, Member (AK)
Emily Papadopoulos, Executive Director (EP)
Cameron Sansom (CS)
Wendy Scatterday, Member (WS)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Secretary (ET)

Absent: none

Order of Business

1. Meeting called to order at 12:20 p.m. by President Richard Forren.
2. Approval of Minutes
 - a. June 15, 2017 Board Meeting Minutes were approved. Motion to approve AK/ES. Motion passed unanimously.
 - b. July 7, 2017 Emergency Meeting Minutes were approved. Motion to approve TB/ET. Motion passed unanimously.
 - c. August 4, 2017 Emergency Meeting Minutes were approved. Motion to approve AK/TB. Motion passed unanimously.
3. Financial Report
 - a. End of Fiscal Year (FY) 2016-2017 budget report reviewed by EP. Expenses were less than budget and revenue was greater than budget. Revenue exceeded expenses by approximately \$6,000.
 - b. FY 2017-2018 year to date report reviewed by EP. Cash balance at end of September 2017 was \$253,077.
 - c. EP responded to FY 2018-2019 Appropriation Budget request by State Budget Office with same total budget as FY 2018.
 - d. Motion by ES/WS to approve Financial Report. Motion passed unanimously.
4. Old Business
 - a. EP has purchased new laptop computer for office use as directed from June 15, 2017 meeting.
 - b. Website update: EP has met with WV Interactive, the state contract vendor, to discuss the board's needs and content suggestions. She is waiting to hear back from them. Their templates are mobile friendly. Discussion of the logo and board seal lead to DF volunteering to work with his graphic designer to develop a new image that uses the WV state capitol dome as a primary image.
 - c. Discipline & Complaints:

- i. Motion by AK/WS to go into executive session for discussion of complaint 02-13-2017, passed unanimously. DF, ES, JF recused themselves from discussion and left the meeting.
 - ii. Board will await receipt of response from registrant before taking further action of complaint 02-13-2017.
 - iii. Motion by AK/WS to go out of executive session, passed unanimously.
 - iv. DF, ES, JF rejoined the meeting.
 - v. Motion by WS/ET to go into executive session for discussion of other complaints.
 - vi. Motion by ET/ES to go out of executive session, passed unanimously.
 - vii. Board directed EP to resend notice to Tom Smith via mail, email, and fax to notify of immediate need to report current work projects in accordance with consent order or face losing his registration.
 - viii. Motion by JF/ES passed unanimously that EP confirm that Derek Hudson has not and has never been registered in WV, and upon confirmation request the individual to cease and desist holding himself out as an architect, and to send a copy of the order to NCARB, AIA, IIDA, and the Georgia Board of Architects (all who are listed on Hudson's LinkedIn profile or NCARB record.)
 - ix. Motion by AK/JF passed unanimously to request Rachel Allen cease and desist holding herself out as an architect, and to send a copy of the order to the individual's employer.
- d. NCARB Annual Business Meeting:
- i. EP, RF, ET attended business meetings and seminars held in Boston MA. Officers were elected and annual business conducted. No resolutions or bylaws changes were considered this year.
 - ii. Discussion of the AIA's position statement regarding use of other titles to replace "intern" was a topic of interest. AIA's suggested titles are "Architectural Associate" and "Design Professional" (AIA Architect article, *Intern no more: AIA supports two new titles for professionals pursuing licensure. March 22, 2017.*) NCARB's preliminary survey of member jurisdictions reveals that these titles are in violation of most jurisdictions' title laws/rules. This is the case in WV. Following discussion, AK volunteered to review with AIA WV how the suggested titles do not comport with the board's rules.
- e. NCARB Advisors' Licensing Summit: EP attended and reported it gave her a better understanding of the various paths to licensure as well as the value of licensure.
- f. WV Purchasing Conference: EP attended and reported completion of continuing education.
- g. EP provided an update on Renewals for FY 2017-2018.
- h. Newsletter Options: EP reviewed draft version sent to board members and discussed Constant Contact's services and fees, a company that can also provide meeting reminders, renewal notices, etc. The board concurred that it should pursue the discounted rate by pre-paying for a three to six-month subscription.

5. New Business

- a. Reciprocal Applications to be Reviewed
 - i. AK/JF motion to approve Donald Curtis with letter advising of Rules regarding representation of work passed unanimously.
 - ii. ES/AK motion to approve Christopher Duckett passed unanimously.
 - iii. AK/ES motion to approve Albert Rubeling Jr., passed unanimously.
 - iv. RF/AK motion to deny Paul Graf per Rule 9.3.4 passed unanimously.
- b. Reinstatements to be Reviewed
 - i. 1 reinstatement application was reviewed and approved.
- c. Proposed discipline questions for all applications
 - i. Board directed to add the discipline questions it reviewed to all applications and also recommended an advisory on applications for reciprocal registration that 12 hours of continuing education in HSW subjects are mandatory for renewal.
- d. Revision of Discipline Matrix regarding reinstatements: WS/TB motion to approve revised policy proposed by AK titled "Renewal/Reinstatement Procedure Matrix" passed unanimously.
- e. Policies required by Board of Risk and Insurance Management (BRIM)
 - i. BRIM requested the board conduct a loss control survey.
 - ii. As a result of the survey, EP presented a revised board safety policy that includes statements on bringing firearms to work, harassment, and defensive driver training used by other state agencies.
 - iii. JF/WS motion to approve the revised safety policy passed unanimously.
- f. Policy regarding payment for telephonic or committee meetings
 - i. ES/JF motion to approve the policy presented by EP passed unanimously.
- g. Rule review required by WV Legislature: A complete rule review and justification is required by the WV Legislature by 2020. The Board is to begin considerations for changes to Rules for next cycle as part of this process.

6. Administrative Items: After review of the following items, all were approved by acclamation:

- a. P-Card Log of expenditures June 2017 – August 2017
- b. Travel Forms
- c. Sick and Annual Leave
- d. Temporary Summer Employee

7. Good of the Order

- a. Review of updated roster: EP shared the updated roster that has been a large part of CS's work over the summer.
- b. Upcoming NCARB training opportunity for board member: EP noted that NCARB is offering training in Feb. at its Washington headquarters for new board members and board member executives.
- c. NCARB Centennial 2018 planning: EP asked for help with completing a form on the Board's history for publication in a book created by NCARB in celebration of its 100th anniversary.
- d. ET reported that he is continuing to work with a Region 2 NCARB committee on planning an educational symposium. Site locations are likely either Philadelphia or Charlottesville.

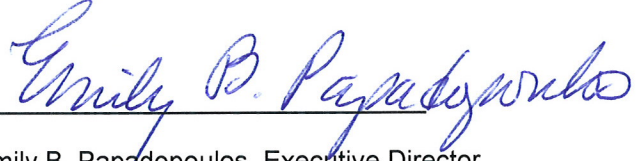
8. Next Meeting was tentatively scheduled for 12 o'clock noon December 7, 2017 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.

9. Motion to adjourn by WS/ET at 4:00 pm.

Respectively Submitted:



Edward W. Tucker AIA, Secretary



Emily B. Papadopoulos, Executive Director