

West Virginia Board of Architects



Location: Meeting by Teleconference
Originating from 405 Capitol Street
Charleston, West Virginia 25301

Date: April 29, 2020

Time: 2:00 PM

Attendees: Todd Boggess, Member (TB)
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)

Absent: Richard T. Forren, Member (RF)

1. **Call to Order**

2. **Discussion of Online Licensing System Requirements**

In accordance with WV State Purchasing guidelines, EP has sought proposals for services relative to the Board's online licensing system and data base maintenance of registrants. EP reviewed the evaluation matrix emailed to the Board in the days prior to this meeting showing information about the vendors who have been responsive. Information included subsequent proposal information received. Pros and cons of each were discussed. Following discussion, EP was directed to execute a contract with Certemy on a motion by ET and seconded by TB.

3. **Proposed FY 2021 Budget**

EP presented a proposed FY 2021 expenditure budget of \$169,304 and revenue of \$135,000 and reviewed highlights and changes from the prior year. In anticipation of the effect of the COVID19 pandemic on registrant renewals, the FY 2021 revenue projection was reduced by 5% on a motion by WS and seconded by ES. EP will adjust expense categories accordingly and present a revised budget at the Board's June meeting.

4. Good of the Order

Letter to Board from Joint Committee on Government Organization dated April 29, 2020, discussed. EP will prepare a draft response for the Board for the June meeting.

5. Adjournment

On a motion by ES, seconded by WS, the meeting adjourned at 3:30 PM.

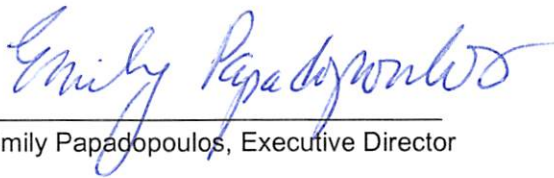
Respectively Submitted:



Edward W. Tucker FAIA, Secretary



Adam Krason, AIA, President



Emily Papadopoulos, Executive Director