

West Virginia Board of Architects



Location: Quarterly Meeting
405 Capitol Street
Charleston, West Virginia 25301

Date: November 17, 2022

Time: 12:00 PM

Attendees:

Adam Krason, Member, President (AK) in person
Richard Forren, Member, Secretary (RF) in person
Emily Papadopoulos, Executive Director (EP) in person
Todd Boggess, Member (TB) in person
Edsel Smith, Public Member (ES) in person
Edward W. Tucker, Member (ET) in person
Wendy Scatterday, Member (WS) on-line at 1:15 PM
Jan Fox, Public Member (JF) on-line
Mark Weiler, WV AG's Counsel to the Board (MW) on-line (left at 1:45 pm)

Absent:

None

Order of Business:

1. Call to Order – 12:25 PM
2. Approval of Minutes – August 25, 2022, Motion by ES/ ET, approved
3. Disciplinary Matters
 - a) Case # 09-07-2022 - Report of the Complaint Committee meeting from November 7, 2022:
Following the committee report, on a motion TB/ES, the Board voted there is probable cause and will initiate the process of pursuing appropriate action. WS abstain since she joined the meeting late and was unable to hear the committee report.

- b) Case# 07-01-2022 – Status Report:
The architect was active at the time of complaint. This matter is awaiting additional information from the Complainant to see if the Board should take any action. No action by the board.
 - c) Two reciprocal applicants with NCARB Certificates who did not disclose discipline for board review. On a motion by ET/ ES the board determined that if continuing education is complete and up to date, that each applicant could be offered a registration agreement detailing the non-disclosure with administrative costs which would need to be issued and executed prior to registration for both applicants.
4. Action Items Regarding Registration
- a) Reciprocal Application from David Balzer approved.
 - b) EP announced the initial WV registration of Blake Massie
 - c) Registration & Renewal Report – (informational only)
Current Licenses - Total 1397, WV 117,
5. Financial Report
- a) FY2023 Budget to Actual
EP reviewed the summary & details of the financial report.
Current expenses are \$66,325.44. Current Revenue is \$27,700.
The cash balance is \$265,073.89.
 - b) Discussion of Scanning Project / Funding and Computer Storage
The Board previously authorized \$5,000 to be spent during FY2022 for digital conversion of files but additional funds will be required to complete the work. On a motion from ES/TB an additional \$5,000 will be added to that budget item to complete the scanning.
 - c) Review of P-Card Purchases and Reconciliation
Reviewed by Officers
6. New Business
- a) Requests for waivers for use of title “architect”:
The Board has been contacted by the WV Secretary of State’s Office twice regarding the use of the word “architectural” in some businesses’ names that do not provide architectural services or have a licensed architect on staff. The Board approved the use of “Architectural” in the name Architectural Metals. This is a product and a term familiar to architects, and they do not provide any type of architectural services

The Board did not approve a request from an individual who wants to use the term “Architectural” in his business name to provide technical assistance regarding historical preservation. That individual was previously licensed as an architect and the Board suggested renewing the license, obtaining a West Virginia registration, or use the term use “preservation” in the business name.

- b) Draft Annual Report FY2022
EP reviewed a draft of the annual report.

- c) Proposed 2023 Meeting Dates approved
 - Feb. 21, 2023
 - May 16, 2023
 - Aug. 15, 2023
 - Nov. 16, 2023

NOTE: Since the time of the meeting, the Feb., May, and August meetings have been changed to the following:

 - Feb. 7, 2023
 - May 16, 2023
 - Aug. 10, 2023

- d) Legislative Session Preparation / ARPL
EP will continue to participate in the WV ARPL group which will resume meetings right after Thanksgiving.

8. Old Business / Updates / Planning

- a) Report from the Educational Symposium in Charlottesville
As the Chairperson for NCARB, Region 2, ET reported on the Education Symposium conducted on September 29-30, 2022

- b) Report from State Auditor’s Chapter 30 Board Training
AK reported on the Chapter 30 Board Training that he and EP attended on November 1, 2022.

- c) Handbook for Code Officials – Planning for Completion
EP reported on a meeting that she and Greg Williamson initiated with the WV Board of Registration for Professional Engineers (WVBRPE). In attendance from the WVBRPE, were Garth Thomas and Lesley Rosier Tabor who will review and provide comments.
The Board agreed to continue with the draft, incorporate comments from the engineers if they are consistent with the practice of architecture, and further evaluate some type of introduction release at EXPO or other Code Official Conference.

- d) Review of Executive's Annual and Sick Leave
Review by Officers

9. Adjournment at 3:35 Motion RF, ES

Informational Items and Good of the Order

Other Upcoming Meetings

- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- WV EXPO – Charleston, West Virginia – March 21-23, 2023
- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

Respectively Submitted:

Richard T. Forren, AIA Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director