

West Virginia Board of Architects Meeting Minutes



Date: February 13, 2025

Time: 12:00 PM

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

Board Members Present:

Adam Krason, Member and President (AK)	In-Person
Richard Forren, Member and Secretary (RF)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	In-Person
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	Virtual
Mark Weiler, WV AG's Counsel (MW)	In-Person
(Departed: 12:51 PM)	

Board Members Absent:

None

Order of Business

1. Call to Order – Meeting was called to order at 12:13.
2. Approval of Minutes – Minutes of the November 14, 2025 was approved by a motion from ET, seconded by ES
3. Disciplinary Matters and Complaint Matters –
 - a) Follow-up on CE / Audit Issues
 - Charles Beamish , having entered into an audit agreement with the Board, has not completed the continuing education to amend the deficiency and his registration remains expired. No additional action taken.

- John Sheehan entered into a consent agreement with the Board on January 6, 2025 regarding practice with an expired registration. He has not met the terms of the consent order, which was executed by the Board on January 28, 2025 and has 60 days to meet the conditions of the reinstatement. No additional action taken.

b) Architect's Reciprocal Application with Discipline / Complaint 11-14-2024)

- At the November meeting, the Board initiated a complaint (11-14-2024) against D. Ronald Brasher. The Board offered a consent agreement that would allow him to become licensed again but pay \$1,000 in costs and a \$500 civil penalty and document that he has earned a minimum of 12 HSW hours during calendar year 2024. Mr. Brasher signed the consent agreement, and it was returned on 2/12/25 and approved by a motion by ET/TB.

c) Inquiry into Building Failure

The Board notified the WV Board of Registration for Professional Engineers (BOE) that a registered professional engineer may have practiced outside of his or her area of expertise based upon its preliminary investigation of the collapse of the roof of Elmwood Baptist Church in Barboursville. It was determined that no additional action would be taken until the engineering board completed its investigation.

d) Inquiry Related to Possible Unlicensed Practice

The board received an inquiry by a WV registered architect regarding unlawful practice by a registered professional engineer. With this continuing issue, AK & EP will attend the BOE meeting to discuss BOA view of unlicensed practice.

e) Complaint 12-26-2024

A WV registered architect issued a complaint dealing with intellectual property theft and copyright infringement. It was determined that the issue took place outside of WV. As a result, a motion was made by AK, seconded by ET, that the complaint was dismissed and no further action will be taken.

4. Action Items Regarding Registration

a) Applications for Review

Joshua Felix's application is awaiting another reference. On a motion by TB, seconded by WS, the application was approved pending the additional reference.

b) Registration & Renewal Report

EP provided an update showing that the state currently has 1,504 active registrations, including 120 in state and 1,384 out of state. This is very close to the same time last year but slightly ahead. We are currently at number 5921 in terms of the number of registrations issued.

5. Financial Report

a) FY 2025 Budget to Actual

EP provided an update to the Board indicating that the Board currently has expenditures of \$100,190.75 compared to a budget of \$175,237 and total expenditures this time last year of \$90,883.92. The Board's current revenue is \$36,400 of \$153,000 expected and compares to a total of \$42,975.00 this time last year. The Board's cash balance is \$240,657.66.

b) Review of P-Card Purchases and Reconciliation

This was reviewed by AK and approved. EP updated the board on the recent Purchasing Inspection by the WV Division of Purchasing which had "no findings."

6. New Business

a) Governor's Executive Orders

The State Attorney General's office has now directed boards to respond to four of the Executive Orders. EP is drafting those for board review and collaborating with NCARB on the ones on rules and the "Backyard Brawl." Drafts of three of the four EO responses were provided for the board's review. The rules committee to meet again to discuss and make recommendations.

b) Government Organization Committee's Request for Information

The Board received an inquiry from the legal counsel of House Gov. Org. Committee regarding the Board's lease (address of leased premises, term, rate, monthly payment, lessor and early termination fees). EP provided a response that same week of request.

c) FOIA Request

The Board received a request from attorney Harvey Peyton for the last list of the architects that the board recommended for the Governor's consideration for appointment to the WV Capitol Building Commission. EP researched the inquiry and provided a response the following day; the response was acknowledged. Architect David Marshal serves on the Commission.

d) New Platform for Board Website and Data Storage

The Board is required to transition by Tyler Technologies (formerly WV Interactive), the state contract vendor, to a new platform. EP went to an initial training session and has started transferring the content to the new platform and will alert the Board when the new site is active. The new platform is expected to make updates by EP easier.

- e) NCARB Regional Summit, MBE Workshop, and Annual Business Meeting
EP will assist with the MBE workshop and developed a session called “Who You Gonna Call?” about accessing NCARB resources. EP & Ed will attend the Regional Summit in Philadelphia. ET provided a NCARB update: the Interorganizational Council on Regulation (ICOR) is very close to providing guidance on overlapping practice, and a mutual agreement with other countries such as South Africa is being discussed. EP asked for volunteers to attend the ABM and will need a voting delegate.

7. Old Business / Updates / Planning

- a) Sunset Extension Requests for Board Rules Expiring June 30, 2025
EP has provided an update on the Legislative Watch. The Board’s rule extension requests were introduced yesterday. EP will need board assistance should meetings need architect representation during the session. The Board will continue to participate in ARPL, the Alliance for Responsible Professional Licensing, and prepare talking points as necessary .
- b) Handbook for Code Officials
EP provided two graphic themes which were reviewed; one was approved for publishing. EP anticipates possible distribution during the EXPO or at a later Association meeting.
- c) Review of Executive’s Annual and Sick Leave
AK reviewed and approved.

8. Informational Items

a) Authorization Requests for Business Names

The WV Secretary of State’s office received a couple of requests from businesses that use architecture or related terms in their business name or description.

Architectural Window Corporation – The company creates and installs windows and is based in CT. It was determined that it is not architectural practice nor confusing to the public and was approved by the board.

Copper River Information Technology – The company provides “cloud architecture” and prolifically uses the words “architecture” and “architect” in its corporate literature. The board is recommending that additional words be added as a descriptor, such as “Cloud Architecture,” to alert the public the work is IT related.

b) WVBOA elections are coming up.

c) TB mentioned that agricultural buildings are now being used for other purposes such as assembly, wedding venues and therefore negates reason for their exemption.

9. Adjournment

Adjourned at 3:00

Informational Items and Good of the Order

Upcoming Board Meetings

- May 15, 2025
- August 14, 2025
- November 13, 2025

Other Upcoming Meetings

- NCARB Member Board Executive Workshop – February 27, 2025
Philadelphia, PA
- NCARB Regional Summit - Feb. 28 – March 1, 2025
Philadelphia, PA
- NCARB Annual Business Meeting – June 19-21, 2025
Scottsdale, AZ