**West Virginia Board of Architects Meeting Minutes**

A close-up of a coin

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**Date: July 22, 2025**

**Time: 3:00 PM**

**Location:** Virtual Meeting held on Google Meet

**Board Members Present:**

Richard Forren, Member and Secretary (RF) Virtual

(RF departed meeting at 4:00 PM.)

Emily Papadopoulos, Executive Director (EP) Virtual

Todd Boggess, Member (TB) Virtual

Jan Fox, Public Member (JF) Virtual

Edsel Smith, Public Member (ES) Virtual

Edward Tucker, Member/NCARB Region 2 Chairman (ET) Virtual

Mark Weiler, WV AG’s Counsel (MW) Virtual

**Board Members Absent:**

Adam Krason, Member and President (AK)

Wendy Scatterday, Member (WS)

Order of Business

1. Call to Order – The meeting was called to order by RF at 3:02.

2. Approval of Minutes– Minutes of the April 2, 2025 meeting of the Rules Committee were approved by a motion from TB, seconded by ES.

3.  Review of Public Comments to Proposed Rule Changes and Board Responses

EP summarized the comments, thanked ET for meeting to review the comments and work on responses and possible changes, and thanked RF for reviewing draft responses.

ET discussed seal security and theft and what some other jurisdictions are reporting. TB indicated that having flexible sealing options would be beneficial.

4. Review of Additional Revisions to the Board’s Rules for Agency Approved Rules

EP and ET led the Board through the proposed changes to the two Legislative Rules filed

for public comment. Among the changes discussed for the Registration Rule (2CSR1)

was the elimination of the “standard of care” definition since it is commonly understood

and legally defined, some corrections to number in the definition of HSW subjects in

2.2.16., amendment to the definition of “responsible control,” correction of a legal

citation in 9.5.2, and a minor correction in 9.6.2.b.3. On a motion by TB and seconded

by JF, the Registration Rule (2CSR1) was approved as revised. On a motion by ET and

seconded by TB, the board approved the fee rule (2CSR3) as presented.

5. Announcements and Good of the Order

TB noted that he approved everyone’s hard work on the rules.

MW noted that the Board could put examples of correct use of seals and signatures on its website and in the handbook as guidance.

6. Adjournment

Based upon a motion by ES and seconded by ET, the meeting was adjourned at 4:34 PM.

Respectfully Submitted:

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Richard T. Forren, AIA Secretary Adam Krason, AIA, President

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Emily Papadopoulos, Executive Director