**West Virginia Board of Architects Meeting Minutes**

A close-up of a coin

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**Date: May 15, 2025**

**Time: 12:00 PM**

**Location:** Quarterly Meeting

405 Capitol Street

Charleston, West Virginia 25301

**Board Members Present:**

Richard Forren, Member and Secretary (RF) In-Person

Emily Papadopoulos, Executive Director (EP) In-Person

Todd Boggess, Member (TB) Virtual

Wendy Scatterday, Member (WS) Virtual

Edsel Smith, Public Member (ES) Virtual

Edward Tucker, Member/NCARB Region 2 Chairman (ET) In-Person

Mark Weiler, WV AG’s Counsel (MW) In-Person

(Departed: 1:19 PM)

**Board Members Absent:**

Adam Krason, Member and President (AK)

Jan Fox, Public Member (JF)

Order of Business

1. Call to Order – The meeting was called to order by RF at 12:12.

2. Approval of Minutes & Election of Officers – Minutes of the February 13, 2025 were approved by a motion from ES, seconded by WS. On a motion made by TB and seconded by ES, AK was re-elected as the board president, and RF was re-elected as the board secretary.

3.  Disciplinary Matters and Complaint Matters –

1. Architect’s Reciprocal Application with Discipline / Complaint 11-14-2024

EP reported that Mr. Brasher has now been registered since approval of the consent agreement at the February meeting and him meeting the terms of the agreement. This resolves the issues of the complaint, and the board considers the matter closed.

1. Inquiry into Building Failure

EP & ET reported attending a meeting of the WV Board of Registration for Professional Engineers at its invitation on March 25, 2025 as a result of sharing the architect board’s findings from an inquiry into the roof collapse at Elmwood Baptist Church in Barboursville. AK also attended the meeting virtually. The PE Board’s attorney indicating their board is investigating the church gym’s roof failure and the board has obtained drawings which they will provide to the architect board. Further, the attorney and board indicated that they no longer want to abide by the two boards’ prior written agreement of how to deal with unlicensed practice by the others’ profession. The board will not pursue cases of practice of architecture by professional engineers; rather they will pursue unlicensed practice of engineering by architects and expect the architects board to pursue unlicensed practice of architecture by professional engineers. Once there are orders or verdicts, they will share them with the appropriate board. The Board of Architects recommends that EP seek examples from the attorney for the Board of Engineers of where their board has investigated or initiated complaints against professional engineers for practicing outside of their area of expertise, experience, and education.

1. Inquiry Related to Possible Unlicensed Practice
2. 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. He had 60 days to meet the conditions of the reinstatement. On a motion by ES and seconded by WS, the board voted to deny his reinstatement for failure to comply with the consent order and send Mr. Sheehan an Order of Violation of Consent Agreement.
3. EP reported a call from a licensee about a large church constructed in Wayne County that has publicly indicated that the design work was not completed by a registered architect. Plans for the church are available online, and the board has been asked to do an initial investigation to determine if the work required the services of an architect. The board recommended that EP request the plans so the board may review to determine if the structure is an exception to the services of an architect and also see if the structure was inspected by the State Fire Marshal.

4. New Business

a) Governor’s Executive Orders & Possible Rule Changes

EP reported on the submission of all of the responses to the Governor’s Executive Orders and indicated that the “Backyard Brawl” response reflected support from NCARB and is a good snapshot of how WV compares with surrounding states in terms of the regulation of architectural practice. She reported that the Rule Review Committee met on April 2 to discuss possible rule revisions and work on the response to the Executive Order pertaining to rules. ET guided the board through the changes to the Legislative Rules recommended by the committee. The board adopted the recommended changes with minor modifications, and the rules will be placed on public comment for 30 days.

b) Responses to Questions for NCARB Licensing Tool

EP & ET reviewed with questions and responses to the NCARB Licensing Tool survey and explained that the responses haven’t always translated well to the graphic tool used by NCARB.

c) Comments for NCARB’s Proposed Changes to AXP

EP reported that comments in response to NCARB changes to the AXP are due by May 30th and summarized the changes proposed. WS recommended asking if you have to work for a specific amount of time in order to be eligible for AXP hours and especially for part-time employment (e.g. 20 hours a week for a x number of weeks).

d) Emails Offering Plan Stamping Services

EP reported that the board has received offers of plan stamping service via email. She responded to an email inquiring who was registered from WV and received a response indicating someone was registered in WV who is not and doesn’t not have a valid WV registration. Her initial research indicates that US Archit looks like it operates in Pakistan and Texas.

e) Authorization Request for Business Name

The Board has received an increasing number of request to waive the requirement to have a registered architect on staff to use the word “architect” in a business name registered with the WV Secretary of State. The response depends upon consumer confusion regarding the services being offered or the possibility of coding the services differently. EP explained that she, RF, and AK have reviewed several requests, approving some, denying some, and recommending modifications or DBAs.

5. Action Items Regarding Registration

a) Applications for Review

No applications were complete for review.

b) Registration & Renewal Report

The Board currently has 1,547 architects registered. Of those, 1,424 are from out of state, and 123 are from WV.

6. Financial Report

a) FY 2025 Budget to Actual

EP provided an update to the Board indicating that the Board currently has expenditures of $142,338.16 compared to a budget of $175,237 and total expenditures this time last year of $132,847.45. The Board’s current revenue is $68,875 of $153,000 expected and compares to a total of $76,900 this time last year. Revenue is anticipated during the month of June to meet budget. The Board’s cash balance is $232,370.48.

b) FY2026 Expenditure Budget

EP reported that the FY2026 final budget was submitted in April. Budgeted expenditures are $175,237 consistent with the past several years. Budgeted revenue is $154,000.00

c) Review of P-Card Purchases and Reconciliation

This was reviewed by RF and approved.

7. New Business

a) Sunset Extension of Registration and Fee Rules

The “bill bundle” was signed by the Governor on April 29th and the Board’s rules were Final Filed with the WVSOS and approved on April 30th. Now both Legislative Rules sunset on August 1, 2030.

b) NCARB Annual Business Meeting, Resolutions & Elections

On a motion by ET and seconded by WS, RF was elected as the Board’s delegate to the NCARB ABM and will vote on the NCARB Resolutions. The Board discussed the proposed resolutions and the upcoming elections to provide guidance in voting. EP reported that she has been invited to participate on the NCARB Examination Committee.

c) Handbook for Code Officials

EP reported that the handbook has been distributed to members of the WV Association of Building Code Officials, the State Fire Marshal, the President of the State Fire Marshals Association, and will be provided to the boards in Region 2. A PDF of the handbook is posted on the board’s website, and WS and ET will be presenting to the WV Association of Code Officials in Flatwoods in September.

d) Review of Executive’s Annual and Sick Leave

RF reviewed and approved EP’s submissions and timesheets.

8. Informational Items

a) Legislative Summary

EP provided a document that shows the status of all the proposed legislation the Board has been tracking during the recent session.

b) Intern Session

EP will be providing a presentation to ZMM’s summer interns on July 15th.

9. Adjournment

Based upon a motion by ET and seconded by TB, the meeting was adjourned at 4:11 PM.

Informational Items and Good of the Order

Upcoming Board Meetings

* August 14, 2025
* November 13, 2025

Other Upcoming Meetings

* NCARB Annual Business Meeting – June 19-21, 2025

Scottsdale, AZ

Respectfully Submitted:

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

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Emily Papadopoulos, Executive Director