

West Virginia Board of Architects Meeting Minutes



Date: August 14, 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)	In Person
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	Virtual
Jan Fox, Public Member (JF)	Virtual
Mark Weiler, WV AG's Counsel (MW)	In-Person
(Departed: 1:55 PM)	

Board Members Absent:

None

Order of Business

1. Call to Order – AK called the meeting to order at 12:26 PM. He noted that James Sheehan and his attorney John Cromer are expected to join virtually at 1:00 from Pittsburgh.
2. Approval of Minutes – May 15 2025 & July 22, 2025
ES motion, TB second - Approved
3. Disciplinary and Complaint Matters
 - a) Update on Inquiry Related to Possible Unlicensed Practice
EP noted that more information and photos are now available on the facility website; EP has filed a FOIA request with the SFM's office. The board directed EP to seek clarification from the individual to determine if he collaborated with an architect.

- b) Order by the WV Board of Registration for Professional Engineers
The Board received a disclosure during renewal (6/23/25) from a WV architect indicating he was under investigation by the WV Board of Registration for Professional Engineers for practicing engineering. On July 28th, the Board received a “courtesy copy” of a consent order entered between the architect and the PE Board on July 7th. The board directed EP to talk with the architect informally about why he signed the consent agreement and to gather information, including the complaint from the PE Board.
- c) Seal Theft & Plan Stamping in Berkeley County
The boards can handle this through education, share with AIA, send alerts in newsletters and work jointly for awareness that this is occurring. No other action is required at this time. EP and MW will consider alerting the Prosecutor’s Office as per W.Va. §30-12-14.
- d) Construction Administration Form and Plans Submitted
After review of the project, the board determined that it is not exempt and should have been designed by an architect rather than by a professional engineer. EP was directed to send a letter indicating such and to copy the client.
- e) Appearance by PA Architect James Sheehan and Attorney James Cromer
They joined the meeting at 1:09 PM. Since all the continuing education hours are complete, the board voted (motion by ET/TB) to rescind the Order of Violation, allowing Mr. Sheehan to reinstate and pay fines within 30 days. The fine will include cost of the board’s attorney fees.
4. New Business
- a) Request for Information on Actual Expenditures, Revenue and Cash Balance
EP was asked to provide financial information from the last five years to the attorney for House Government Organization because the Legislative Rule-Making Review Committee often wants to see information related to fees. EP provided the Board’s information, including expenditures and revenue for the last five years and the fund balance.
- b) Todd Boggess’ Reappointment Request
EP noted that the Governor’s Office expects to have the matter of TB’s reappointment in front of the Governor by this week. No additional action is required.
- c) Authorization Requests for Business Name
Requests for waivers or authorizations to use the word “architect” in a new business’ “business purpose” or title were reviewed since the May meeting.
- Approved Architectural Precast Innovations, Inc.
 - Approved Enoch Designs LLC (drafting services)

- Denied Ranco Architectural (recommended DBA Ranco Architectural Products)
- Approved Adronite, Inc. (has software architecture in business purpose)

5. Action Items Regarding Registration

a) Applications for Review

- Greg Winkler and Nicole Rittenour – applicants for reciprocal registration with a state license – motion by WS, ES, approved
- David Drennan and Patrick Valent- applicants for reciprocal registration with a NCARB certificate and disclosed discipline –motion TB, WS approved

b) Registration & Renewal Report

EP reported that 118 WV architects are active, and 1,332 from outside WV are actively registered for a total of 1,450. Since July 1, EP has registered 27 architects, including one initially in WV. WS agreed to work with EP on the CE audits.

6. Financial Report

a) FY 2026 Expenditure Budget

EP reported that the FY2026 Budget to Actuals shows that current revenue of \$12,150, current expenditures of \$19,702, and a cash balance of \$294,739.17. She indicated that the FY2027 budget, filed in April, will be the same as previous budgets: \$175,237. For FY2025, ending June 30, EP reported that total expenditures were \$164,181.75, total licensing revenue was \$161,025.00, and total other revenue was \$1,200.00. AK noted that it is time to do an employment review of EP. EP will begin a self-assessment for review.

b) Review of P-Card Purchases and Reconciliation

PCard purchases and reconciliation records since the last meeting were reviewed and approved by AK.

7. Old Business/Updates/Planning

a) Rules Status

EP reported that Agency Approved Rules were filed after the July 22 meeting and posted on the Board's website and shared with WV AIA. She has been contacted by the attorney for House Government Organization, who will be explaining the rule changes to the Legislative Rule-Making Review Committee, with questions and recommendations. One change the board agreed to is to reference "universal licensing" by W.Va. Code rather than by detailed rules and use the language the board had drafted for the rules as board policy for implementation.

b) NCARB Annual Business Meeting, Resolutions & Elections – Information

ET and RF reported on the Annual Business Meeting. They noted that all the resolutions passed. One having to do with Costa Rica was withdrawn. Miguel Rodriguez (FL) was elected into the new governance structure. ET noted that having Kevin Singh, an educator, on the NCARB Board was helpful. Most of the meeting focused on the Pathways to Practice and the new Competency Standard and the best ways to assess or verify each of the 16 competencies.

c) Presentation to Building Code Officials – Information

ET and WS will be presenting to WV Code Officials in Flatwoods on Friday, Sept. 5th from 10:00 AM – 12:00 PM. Some of this time will be offered to Angela Chestnut of the PE Board. The presentation will focus on “red flags” for code officials.

d) NCARB Licensing Tool – Follow-up Information

NCARB has sent out a new Licensing Requirements Survey. The responses will populate the Licensing Requirements Tool.

e) Review of Executive’s Annual and Sick Leave

Reviewed and approved by AK

8. Informational Items

a) Training & Meetings

- Purchasing Conference – Glade Springs – Aug. 27 & 28 – 10 hours of training required annually
- WV Building Code Officials Association – Flatwoods – Sept. 5
- LRMRC Meeting – Likely Sept. 10 or Oct. 8
- Region 2 Education Symposium – Philadelphia – Sept. 25 & 26
- Chapter 30 Board’s training by Auditor’s Office – Early Nov.
- P-Card Coordinator Training – Canaan – Mid- Nov.

ES announced that the State Fire Marshals Association is hosting its conference on Oct. 28-29 in Wheeling.

b) Postage for Certificates - Information

EP reported that in addition to the recent increase in postage, the tubes used by the board to mail certificates are now considered “non-standard” resulting in an additional \$4.00 fee for each when mailed. EP will be purchasing a similar length square carton to eliminate the “non-standard” designation.

9. Adjournment, motion TB, ES at 3:08 PM

Informational Items and Good of the Order

Upcoming Board Meetings

- November 13, 2025

Other Upcoming Meetings

- Region 2 Educational Symposium – September 25-26, 2025
Temple University, Philadelphia, PA

Respectfully Submitted:

Richard T. Forren, Secretary

Adam Krason, President

Emily Papadopoulos, Executive Director