

West Virginia Board of Architects Meeting Minutes



Date: November 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)	Virtual
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)	In-Person
Mark Weiler, WV AG's Counsel (MW)	In-Person

Board Members Absent:

None

Order of Business

1. Call to Order – AK called the meeting to order at 12:16 PM.
AK was congratulated by the Board for receiving the Urbanite Award in Charleston.
2. Approval of Minutes – August 14, 2025
ES motion, TB second - Approved with typographical correction identified by WS
3. Disciplinary and Complaint Matters
 - a) Update on Inquiry Related to Possible Unlicensed Practice
The Board concluded the project would have required a Certificate of Occupancy and that the designer has practiced architecture, as the project is two floors and over the square footage limit and not exempt. On a motion by WS/TB, the Board voted to initiate a complaint against the designer for unlawful practice, copy the owner, and notify the State Fire Marshal.

- b) Response from Architect with Order by the West Virginia Board of Registration for Professional Engineers
After review, on a motion by TB/JF, the Board directed EP to thank the architect for disclosing the order by the PE Board and took no further action
- c) Update on Seal Theft & Plan Stamping in Berkeley County
The Board discussed contacting the attorney for the Contractor Licensing Board, the State Fire Marshal, and possibly the Consumer Protection Division of the AG's office. Multi-factor authentication was also discussed as a possible resolution for identifying registered architects' work.
- d) Follow-up on Construction Administration Form and Plans Submitted
On a motion by ES/JF, the Board initiated a complaint for the practice of architecture on a non-exempt project. EP was directed to request the missing pages from the drawings in the complaint letter.
- e) New Complaint for Consideration
EP was directed to send an acknowledgement and request more information from the complaint and also to send the architect a copy of the complaint and request a response.
- f) Consideration of Information Shared by Architect Changing Firms
EP conveyed details of a call from a registered architect changing firms and provided additional research. The Board directed her to send a follow-up letter indicating that MEP drawings should be completed by a registered professional engineer.

4. New Business

- a) Assumption of Transaction Fees by Applicants
On a motion by ES/WS, the Board voted to pass on credit card transaction fees for the payment of fees for licensing to the applicants beginning in December if possible.
- b) Authorization Request for Business Name
EP reported that the officers approved the use of the named Carlisle Architectural Metals.
- c) Report on the Auditor's Chapter 30 Boards' Training
EP and AK reported on the presentations, including the forecast for potential legislation.
- d) Consideration of Presentations
The Board discussed potential presentations and decided to work with AIA-WV in order to provide a presentation at EXPO in March of 2026.

- e) 2026 Board Meetings
The Board will meet Feb. 12, May 21, Aug. 20, and Nov. 19.

5. Action Items Regarding Registration

- a) Applications for Review
On a motion by JF/TB, Gary Kerr's application for reciprocal registration with a state license was approved.
- b) Registration and Renewal Report
EP reported that there are 1,482 total registered architects, including 119 in state and 1,363 out of state. Since the beginning of the fiscal year, 56 new registrations have been issued, including one initial registration.

6. Financial Report

- a) FY 2026 Budget to Actuals and Summary
EP reported that based on data from November 4th, the Board has expended \$61,518.27 and has revenue of \$24,938.00 and a cash balance of \$266,911.39
- b) Review of P-Card Purchases and Reconciliation
PCard purchases and reconciliations were reviewed and approved by AK.

7. Old Business / Updates / Planning

- a) Rules Status
EP reported that the Board had received an additional request for a modification for formatting issues and minor changes by the attorney reviewing the rules for the Rule-Making Review Committee. She also reported that she conferred with ET to respond to an email from a registered architect about a question related to the changes proposed related to the seal.
- b) Reappointment of Todd Boggess
EP reported that TB submitted all the necessary paperwork and that she has been in touch with the Governor's Office multiple times. All boards are awaiting appointments.
- c) Presentation to Building Code Officials
EP reported that WS and ET did an excellent job presenting to the West Virginia Association of Code Officials in September in Flatwoods and were also joined by investigator for the Board of Registration for Professional Engineers.
- d) Review of Executive's Annual and Sick Leave
EP's leave was reviewed and approved by AK.

8. Informational Items

a) Training and Meetings

EP reported that she will be at the PCard Coordinator's Training at Canaan Valley on November 17 and 18 and at the NCARB Examination Committee Meeting as part of the NCARB Committee Summit on December 12 and 13.

9. Adjournment

On a motion by JF/TB, the meeting was adjourned at 2:14 PM.

Respectfully Submitted:

Richard T. Forren, Secretary

Adam Krason, President

Emily Papadopoulos, Executive Director