

West Virginia Board of Architects Meeting Minutes



Date: May 21, 2026

Time: 12:00

Location: Charleston, WV

Board Members Present:

Adam Krason, Member and President (AK)	
Richard Forren, Member and Secretary (RF)	Virtual
Todd Boggess, Member (TB)	
Jan Fox, Public Member (JF)	
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	
Edward Tucker, Member/Region 2 NCARB Bd. Member (ET)	
Emily Papadopoulos, Executive Director (EP)	
Mark Weiler, WV AG's Counsel (MW)	Departed at 1:53 PM

Order of Business

1. Call to Order – 12:41 PM
2. Approval of Minutes – November 13, 2025
Approved on motion by ES/TB.
3. Disciplinary and Complaint Matters
 - a) Report and Recommendations of Complaint Committee (May 7, 2026)
 - i. Complaint 11-13-2025
Based on the committee's recommendations, the Board approved a letter to the architect advising him of the need to confer with Board, AHJ and State Fire Marshal on any future projects. The Board advised that a separate letter should be directed to the SFM alerting him that the designer indicated that he did not comply with West Virginia Building Code and applicable statutes and regulations.
 - ii. Complaint 12-19-2025
The committee recommended a follow-up letter noting the conflict of the term "architectural engineer" with W.Va. statute and the lack of credentials to use the title and the concern about misrepresentation of

education, experience and portfolio since it was created with the use of Artificial Intelligence. The letter will also highlight the scopes of practice listed in the Interorganizational Council on Regulation, which was agreed to by the national organizations for both engineers and architects.

iii. Inquiry 05-05-2026

The committee recommended a letter to the construction company and the individual designer indicating that architectural services can only be offered if an architect is employed and advising of the prohibition in West Virginia statute. Motion by JF/WS.

b) Information Resulting from Renewal for Review

EP advised the Board of a disclosure of discipline by another jurisdiction at renewal that should have been disclosed at the time the architect was reciprocally registered and recommended that the Board edit its one page agreement that it has used for continuing education misrepresentations with administrative costs.

c) Information related to Unlicensed Practice

EP relayed some allegations of unlicensed practice to determine if further investigation is warranted. There are no active complaints related to the issues discussed.

4. New Business

a) FOIA Request and Response

Umbra Hanlon has requested contact lists for ARE candidates, AXP candidates and AXP supervisors via FOIA. No such lists exist other than the Open Eligibilities List which has been provided to her previously. The same was indicated. She then made a second request as an individual for the same information plus the Board's MOU with NCARB. The MOU and open eligibilities list were provided.

b) NCARB Committee Assignments and Invitations

JF has been invited to serve on the Credentials Committee, and EP has been invited to return to the Examination Committee. EP provided a summary of some of the work the committee did at its spring meeting.

c) Continuing Education Opportunity Upcoming

EP shared that the WV Society of Certified Public Accountants will be offering continuing education on ethics and wellness and will be inviting other professionals, including architects, to participate.

d) Legislative Auditor's Request for Information on Board Appointments

The Board was asked to respond to a survey on board appointments by the the Legislative Auditor's Office.

e) SFM Stakeholder Meeting

ES attended the SFM's Stakeholder Meeting and provided a brief summary

f) Artificial Intelligence Policies to Review / Implement

Two statement documents on artificial intelligence were provided for the Board's review. No action taken.

g) Web Content Accessibility Compliance (WCAG)

EP reported on the review of the Board's website and minor modifications made to ensure that all applications used by registrants or the public are accessible to those with challenges. EP has worked with Tyler Technologies (state contracted webhosting provider) and Certemy to address compliance issues. A delay in the enforcement of the WCAG compliance is anticipated for smaller agencies.

5. Action Items Regarding Registration

a) Applications for Review

Jordyn Henigin – Initial Registration approved on motion by TB/ES

Edward Kundla – Reciprocal Registration with a State License

Anticipated Initial Applicant approved on motion by ES/ET

b) Registration & Renewal Report

EP reported 1,555 active registrations, with 122 of the registrants residing in WV and 1,433 from out of state. New registrations completed during the fiscal year so far include 124, with four of those being initial registrations. Renewals completed for 2026-2027 to date total 216.

6. Financial Report

a) FY 2026 Budget to Actuals and Summary

EP reported expenditures of \$139,344.52 through May 13, 2026 and revenue of \$73,188.00 through the same period. The cash balance is \$238,137.93.

b) Across the Board Raises

The Across the Board raise recommended by the Governor for state employees is \$1,794.00. On a motion by ET/TB, the raise was approved for EP.

c) Submission of FY 2027 Expenditure Budget – April 2027

EP reported that the Expenditure Budget for FY2027 is the same amount as in prior years with slight adjustments in line items/object codes. The Board has avoided increasing the budget by passing on the credit card transaction fees to the applicants beginning in December 2025.

d) Review of P-Card Purchases and Reconciliation

AK reviewed and approved purchases and reconciliation.

7. Old Business/Updates/Planning

a) Reappointment of Todd Boggess and Edward Tucker

EP noted that no response has been received from the Governor's Office regarding TB's and ET's reappointment to the Board. EP will follow up.

b) Promotion of Rule Changes Effective on June 1, 2026

EP will provide updates to registrants, NCARB, AIA, SFM, the WV Building Code Officials Association and the WV Fire Marshals Association and update the Handbook for Building Code Officials online. The Board recommended sending the information to the Contractors' Association and reprinting the handbook.

c) NCARB Annual Business Meeting – Voting Delegate, Resolutions, and Candidates

Attending the meeting are RF, ET, JF, and EP. RF and JF will be the voting delegate and alternate respectively. The Board supports the current resolutions, and the delegation will confer on the candidates for the NCARB board positions.

d) Audit for CE for 2025-2026 Renewal – Report

EP reported that of the 71 architects in the audit, 58 were compliant for the audit of 2024 CE hours earned and reported during the 2025-2026 renewal. More information is needed for 13 registrants. Letters will go out to them to request their 2024 CE certificates or transcripts. EP and WS will confer on the responses received as needed. EP reported seeing overall improvement with architects posting the correct year's hours with a few habitually still posting CE hours based on the fiscal year.

e) Review of Executive's Annual and Sick Leave

AK reviewed and approved EP's leave.

8. Announcements and Adjournment

ES noted that the State Fire Marshals' Association will have its conference in Martinsburg Sept. 24-25.

EP reported that a new complaint arrived just before the meeting and volunteers for a complaint committee were needed. TB, JF, RF, and ES volunteered.

On a motion by TB/ES, the meeting adjourned at 3:23 PM

Informational Items and Good of the Order

- MRA between NCARB and the South African Council for the Architectural Profession signed April 17, 2026, and goes into effect July 6, 2026. Through this MRA, qualified NCARB Certificate holders can seek reciprocal licensure in South Africa through a simplified process.
- Former Board Member and Board President William Yoke, Jr. was honored by AIA-WV with the prestigious James L. Montgomery Award at its Design Awards Gala in Morgantown on May 18, 2026.

Upcoming Board Meetings

- August 20, 2026
- November 19, 2026

Other Upcoming Meetings

- 2026 NCARB Annual Business Meeting, June 25-27, 2026, Minneapolis, MN
- Chairs & Executives Leadership Summit, October 9-10, 2026, Memphis, TN
- MBE Workshop, February 25, 2027 Providence, RI
- NCARB Regional Summit, Feb. 26-27, 2027 – Providence, RI
- 2027 NCARB Annual Business Meeting, June 24-26, 2027 – Pittsburgh, PA

Respectfully Submitted:

Richard T. Forren, AIA Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director