

Meeting Minutes

West Virginia Board of Architects



Location: Dept. of Administration Conference Room E-119
State Capitol Building
1900 Kanawha Blvd. East
Charleston, WV 25301

Date: Thursday, September 1, 2016

Time: 12:00 P.M.

Attendees: Richard T. Forren, President (RF)
Edward W. Tucker, Secretary (ET)
Todd E. Boggess (TB)
Jan Fox, Public Member (JF)
Lexa Lewis, Executive Director (LL)
Robert L. Kelly, Guest – Director, Graduate Program in Architecture,
Fairmont State University

Order of Business

1. Meeting called to order at 12:10 p.m. by President Richard Forren.
2. Approval of Minutes
 - a. April 21, 2016 Board Meeting Minutes were not completed. ET to submit for approval at next Board meeting.
3. Complaints
 - a. No new complaints.
4. Old Business
 - a. Rules Review
 - i. Agency Approved (changes to) Rules (Title 2 Legislative Rule Board of Architects) submitted to the LMRC (Legislative Rule Making Committee) on Friday, August 26, 2016.
 - ii. The Board should anticipate being called to attend LMRC meeting at a future undetermined date. Procedures are found on the Secretary of State's website.
 - b. Web Site
 - i. LL reported that applicant forms have been updated to on-line fill-in vs. print and fill-in by hand; updates/fixes to the website have been completed.
 - ii. RF is working on the news page for web site.
 - c. DF reviewed response to Rymer's question to the Board regarding whether roofing system replacements or masonry restoration / repairs are considered practice of architecture.
5. New Business
 - a. NCARB Annual Business Meeting June 16-18, 2016
 - i. RF and ET attended this year's annual meeting which was held in Seattle, WA. Delegates discussed changes to programs, attended workshops, voted on resolutions, and elected new officers.

- ii. Attendees participated in workshops on the use of technology in board meetings, the upcoming launch of ARE 5.0, and how the Supreme Court decision in North Carolina Board of Dental Examiners v. Federal Trade Commission has impacted state regulatory boards.
 - b. ARE 5.0 Item Development Subcommittee - ET
 - i. ET has been appointed to the NCARB ARE 5.0 Item Development Subcommittee. Work involves the development of new exam questions (“items”) through homework, web meetings and 3 site based meetings/year with the first one held August 26-27 in Washington, DC. ET is assigned to the Project Management subgroup.
 - ii. ET also reported candidates will be able to begin taking the ARE 5.0 on November 1, 2016. It will have an 18 month overlap with the current exam 4.0. A new retake minimum period of 60 days will take the place of the current 6 month period.
 - c. Reciprocal application for Yankel was reviewed and approved.
 - d. Discuss definition of Commercial structure
 - i. Board conducted a discussion on the definition and its interpretation of “Commercial structure” in the list of exemptions from the practice of architecture.
 - ii. ET agreed to research its use in past Board decisions, if any, and its meaning going forward.
 - iii. Discussion went further to contemplate the possibility of a checklist that code officials could use to determine if sealed documents are required. TB and RF agreed to open a dialogue with the State Fire Marshall’s office on this topic.
 - e. DF brought it to the Board’s attention that open seats on the Board remain unfilled. DF will forward the Board’s recommendations to the Governor.
- 6. Administrative Items
 - a. P-Card Log of expenditures April 2016 – July 2016 reviewed and approved. Motion to accept P-Card logs by TB/JF. Motion passed unanimously; RF approved and signed form.
 - b. Travel Forms for mileage reimbursement for today’s meeting distributed by LL, completed and returned by BOA members.
 - c. Financial Report: LL provided a detailed report generated by WV Oasis and provided a thorough review of accounts. Fiscal year started July 1, 2016.
 - d. Board members RF, ET, TB and JF signed Oath of Office and LL notarized.
 - e. LL updated the Board on responses to BRIM Loss Control Questionnaire, State Purchasing Audit and Report of Chairman Gary G. Howell of House Government Organization. LL also reported on her participation in cyber safety training.
 - f. Retirement Board Administrator.
 - i. LL announced her intent to retire as of October 31, 2016.
 - ii. The Board expressed its appreciation for Lexa Lewis’s 20+ years of devoted service to the West Virginia Board of Architects. During her tenure, the duties of her position have changed and increased with the adoption of the WV Oasis system and other new challenges, all of which she has accepted and met with an undaunted spirit and good nature.
 - iii. RF will begin the search process for LL’s replacement. Tentative interviews with candidates was set for September 27 – 29, 2016.

7. Next Meeting was tentatively scheduled for 12 o'clock noon December 1, 2016 at Room E-119 (Conference Room E-131) in the State Capitol Building.
8. Motion to adjourn by TB/JF at 3:15 pm.

Respectively Submitted:

Edward W. Tucker AIA, Secretary

Lexa C. Lewis, Executive Director