

Meeting Minutes

West Virginia Board of Architects



Location: 405 Capitol Street
4th Floor Conference Room
Charleston, WV 25301

Date: Thursday, October 3, 2019

Time: 12:00 P.M.

Attendees: Todd Boggess, Member (TB)
Jan Fox, Public Member (JF)
Adam Krason, Member and President (AK)
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Member and Secretary (ET)
Mark Weiler, WV Attorney General's Counsel to the Board

Absent: Richard T. Forren, Member (RF)

Order of Business

1. Meeting called to order at 12:05 p.m. by President Adam Krason.
2. Approval of Minutes
 - a. June 13, 2019 and September 24, 2019 Board Meeting Minutes were approved. Motion to approve TB/WS. Motion passed unanimously.
3. Complaints, Inquiries and Discipline Issues – Report of Complaint Committee
 - a. Complaint # 05-14-2019:
 - i. Committee has gathered additional information and had an informal meeting with the architect who is the subject of complaint earlier today. The Committee finds there is sufficient reason to pursue the complaint further. Upon recommendation by the Committee to continue the investigation by hiring an investigator, motion made by ES/TB and was approved.
 - ii. Due to the information gathered to date, a motion was made by ES/WS to initiate a complaint against the complainant in #05-14-2019. Motion passed. Committee will incorporate information from the original complaint and seek additional information relative to the complainant/licensee.
4. Action Items Regarding Registration
 - a. Reciprocal Applications reviewed for Miller, Hardaway, and Ross: Motion to approve ET/TB passed.
 - b. Reciprocal Applications reviewed for Cardozo and Molsberry, each of whom had discipline to disclose: Motion to approve Cardozo ES/TB passed. Motion to approve Molsberry with notice of Rules regarding an architect's representations of work done by employees ET/TB passed.
 - c. Reinstatement Applications: None to review at this time.
 - d. Registration Report: EP reported as of 10/3/2019 there are 1,241 registrants, 114 of which are WV residents and 1,127 are out-of-state. The Board discussed recognizing newly registered WV architects at the annual AIA Gala.

5. Financial Report

- a. FY 2019 report presented by EP. As of 9/25/2019, \$51,321 expenses to date, \$27,850 revenue to date. Cash balance is \$247,986. Numbers from approximately same time in 2018 were also presented; no significant variances were noted.
- b. FY2020 Budget comparison with actual expenditures as of 9/25/2019 reviewed.
 - i. As discussed in the prior meeting, the FY 2020 budget of \$169,304 needs to be amended. Motion to amend made by WS/JF passed as follows:
 1. Increase personnel salary by the previously approved ATB salary increase plus labor burden.
 2. Supplement the rent line item to cover rent for FY2019 payable in FY2020 because of building changing ownership/management.
 3. Increase travel line item.
 4. Increase for copier purchase or annual lease.
 5. Increase for costs associated with purchase and migration of registrant data base to new platform.
 6. Anticipating the need for a higher level of services from AG's office this year, an increase of \$5,000.
 - ii. EP to revise FY2020 budget accordingly and update Board at next meeting.
- c. Board office building is under new management (Riggs); new owners and state are working on new leases. No indication that rent will increase at this time.

6. Rule Review Update

- a. Rule change filing is in place, hearings to begin in November. EP requested Board members be prepared to attend.

7. New Business

- a. NCARB Region II request for information regarding 2020 Regional Summit (ideas for topics, suggestions, input from Boards).
- b. NCARB Annual Business Meeting June 20-22, 2019, Washington DC:
 - i. EP and several Board members attended the ABM which included special events to commemorate NCARB's 100-year Centennial.
 - ii. "One Great Idea" workshop allowed boards to discuss and then share strategic initiatives. A common theme was educating the public / legislators on why licensure and reasonable regulation is needed among professions.

8. Administrative Items: After review of the following items, all were approved by acclamation:

- a. P-Card Log of expenditures May 2019 – September 2019.
- b. Travel Forms
- c. Sick and Annual Leave

9. Good of the Order

- a. Articles and Emails for Discussion:
 - i. SBA article, issue related to qualifications and fee schedules
 - ii. EP responded to email from Fairmont State regarding accredited degree requirement for examination candidates in WV
 - iii. Information provided by Surveyors Board on laser scanning, 3D modeling and BIM.
- b. Upcoming Board meeting dates:
 - i. Dec 12, 2019 – quarterly meeting of the Board
- c. Long Range Planning
 - i. Oct 29, 2019 – Auditor's Chapter 30 Training – AK, WS, & EP plan to attend.
 - ii. March 5, 2020 – NCARB MBE Workshop – EP to attend.
 - iii. March 6-7, 2020 – NCARB Regional Summit, Cambridge MA
 - iv. June 18-20, 2020 – NCARB Annual Business Meeting, Austin TX.

10. Meeting adjourned at 3:00 pm on motion by TB/WS.

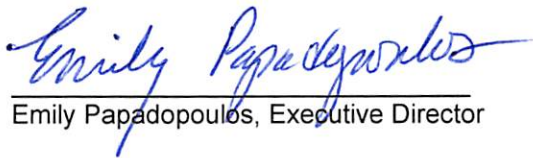
Respectively Submitted:



Edward W. Tucker FAIA, Secretary



Adam Krason, AIA, President



Emily Papadopoulos, Executive Director