

MISSISSIPPI STATE BOARD OF ARCHITECTURE (BOA)
Minutes of a Regular Meeting
April 16, 2025, 11:00 AM
Mississippi State University, School of Architecture
899 Collegeview St., 240 Giles Hall, Mississippi State, MS 39762

Members Present: Charles Barlow, Jr., Larry Bishop, Leigh Jaunsen, Bradford Jones, Richard McNeel

Others Present: John Cothron, Eric Hospodor, Andrew Kilpatrick, Jimmy Sullivan

With a quorum present, Mr. Barlow called the meeting to order.

Agenda Item	Explanation	Actions Taken/Planned
1. Minutes		Motion was made by Mr. McNeel and seconded by Mr. Bishop to approve the Landscape Architecture Advisory Committee (LAAC), Interior Design Advisory Committee, and BOA minutes from January 22-23, 2025, BOA minutes from February 6 and 12, 2025, and LAAC minutes from April 3, 2025. The motion passed unanimously.
2. Approval of Certificates		Motion was made by Mr. Bishop and seconded by Mr. Jones to approve certificates issued since the January 2025 meeting (attached). The motion passed unanimously.
3. Complaint #2024-11	Mr. Cothron provided an update on the status of the complaint, noting that the architect respondent has requested an informal conference. If a settlement cannot be reached, a formal hearing may be scheduled for July 23, 2025.	
4. Complaint #2025-1	Mr. Cothron and Mr. Sullivan provided a summary of the complaint involving unlicensed practice.	Motion was made by Mr. Jones and seconded by Ms. Jaunsen to issue letters of education to the contractor and the tenant regarding the requirements for building design and close upon receipt of assurance of compliance with the law and verification that properly sealed plans are submitted for the project. The motion passed unanimously.
5. Complaint #2025-2	Mr. Cothron provided a summary of the complaint involving unlawful use of the title "architect" on the cover sheet of drawings for an exempt project.	Motion was made by Mr. Bishop and seconded by Ms. Jaunsen to issue a letter of education to the respondent, with a copy to the engineer who prepared the plans, regarding unlawful use of the title and close upon receiving assurance of compliance. The motion passed unanimously.
6. Legislative Report	<p>Mr. Cothron and Mr. Kilpatrick reviewed the following legislation impacting the Board:</p> <ul style="list-style-type: none"> • SB 3019—sets the Board's appropriation at \$363,967 (passed). • HB 669—amends <i>Miss. Code Ann.</i> §§ 73-1-19 and 73-2-5 (died in committee in the Senate) 	<p>Members authorized Mr. Kilpatrick to explore strategies to obtain passage of legislation to amend <i>Miss. Code Ann.</i> §§ 73-1-19 and 73-2-5 in 2026.</p> <p>Members requested that Mr. Cothron send a letter thanking the Insurance Commissioner and the SFMO for drafting and supporting HB 1166 and offering the BOA's assistance in pursuing legislation next year.</p>

	<ul style="list-style-type: none"> • HB 924—authorizes the PEER Committee to review selected newly adopted rules (passed). • SB 2248—amends the Fresh Start Act (died on calendar). • HB 608/SB 2422—amends the Engineers & Surveyors law (died in both chambers). • HB 1166—requires that all high-rise buildings be reviewed for approval by the State Fire Marshal's Office (SFMO) (died in the House). • SB 2275—creates a State Task Force for Agency Reorganization (died in the House). • SB 2300—amends the public purchasing law regarding design/build (passed). 	Regarding SB 2300, members expressed concern about removal of the requirement that at least one member of the evaluation committee be an architect or engineer. Mr. Cothron stated that he would contact the American Council of Engineering Companies of Mississippi (ACEC-MS) about this legislation. Mr. Kilpatrick commented that in his opinion the change in the legislation only impacted the membership in the evaluation committee and did not impact the Board's rules on design-build projects.
7. Executive Director's Report <ul style="list-style-type: none"> • Third Quarter FY 2025 Financial Report 	Mr. McNeel reviewed the financial report for the third quarter of FY 2025, and Mr. Cothron reported on administrative matters.	
8. Office Lease	Mr. Cothron presented a proposed office lease extension for Board approval, which will extend the Board's lease to October 31, 2030.	Motion was made Mr. McNeel and seconded by Ms. Jaunsen to approve the proposed lease extension, which will be subject to final approval by the Public Procurement Review Board. The motion passed unanimously.
9. NCARB Updates	Members and staff serving on committees provided brief updates.	
10. Comments on Updates to the Architectural Experience Program (AXP) Guidelines	Members reviewed proposed updates that will 1) update each experience area with the competencies and descriptions identified in the <i>NCARB Competency Standard for Architects</i> , 2) modify the reporting requirement, 3) expand continuing education opportunities to allow for other accrediting organizations beyond the American Institute of Architects (AIA) to qualify for AXP, 4) remove language that allowed Canadian architects to be treated interchangeably with U.S. architects, and 5) make minor updates and clarifications on what experience qualifies for AXP credit.	Mr. Cothron was directed to submit a comment on behalf of the BOA requesting that the reporting requirement be amended to allow 100% credit for experience submitted that was gained within one (1) year of the submission date, 75% credit for experience submitted that was gained within two (2) to five (5) years of the submission date, and no credit for experience submitted older than five (5) years. Members felt that the current proposal shifts responsibility for compliance onto architect supervisors who may not be in a position to verify the accuracy of the hours reported.
11. NCARB Resolutions	Members discussed draft resolutions to be acted upon at the 2025 NCARB Annual Business Meeting; no concerns were expressed.	
12. NCARB Elections		By consensus, members expressed preference for George H. Miller for the office of Secretary/Treasurer and Coffee Polk and Kevin J. Singh as At-Large Directors.

13. Discussion of Reciprocity Requirements (<i>Miss. Code Ann. §73-1-21</i>)	Mr. Cothron and Mr. Kilpatrick reviewed various options to amend the reciprocity requirements in <i>Miss. Code Ann. §73-1-21</i> . The consensus of the Board was to await further guidance from NCARB on multiple pathways to licensure before taking action. In the meantime, the Board will continue to discuss the options presented.	
14. BOAM Summer Conference		Motion was made by Mr. McNeel and seconded by Mr. Bishop to designate Mr. Sullivan and Mr. Cothron to attend the Building Officials Association of Mississippi (BOAM) Summer Conference in Gulfport on June 9-13, 2025. The motion passed unanimously.
15. AIA-MS Convention		Motion was made by Mr. Bishop and seconded by Ms. Jaunsen to authorize a booth and designate one (1) Board member and the Executive Director to attend the AIA Mississippi Convention on October 1-3, 2025. The motion passed unanimously.
16. Meeting Schedule	Members affirmed July 22, 2025, as the date of the next BOA meeting, with July 23 reserved for formal hearings (if any).	Motion was made by Mr. Bishop and seconded by Mr. McNeel to authorize Board staff to explore options on the Mississippi Gulf Coast for the location of the October 21-22 meeting. The motion passed unanimously.

There being no further business, the meeting adjourned with unanimous consent at 2:09 PM.

July 22, 2025
Date Approved

Charles C. Barlow, Jr.
Charles C. Barlow, Jr., President

Richard H. McNeel
Richard H. McNeel, Secretary/Treasurer

John Cothron
Prepared by John Cothron, Executive Director, on 4/18/2025

Architect Certificates Issued for Approval			
Lic No	Name	License Date	Method
6107	Laura F. Altman	3/5/2025	RECIPROCITY
6098	John Braxtan	1/22/2025	RECIPROCITY
6118	John K. Burke	3/20/2025	RECIPROCITY
6095	Kathryn Culley-Rapata	1/12/2025	RECIPROCITY
6102	Frank Jason Dutkovich	2/12/2025	RECIPROCITY
6106	Paul Richard Garafola	3/5/2025	RECIPROCITY
6110	Timothy Michael Gibson	3/5/2025	RECIPROCITY
6099	Thomas J. Hogan	1/22/2025	RECIPROCITY
6108	Charles Jerome Holmes	3/5/2025	RECIPROCITY
6096	Luke Wayne Jumper	1/12/2025	RECIPROCITY
6103	Stephen J. Kramer	2/19/2025	RECIPROCITY
6117	Alfred Luckett	3/20/2025	RECIPROCITY
6104	Thomas A. Lundberg	2/19/2025	RECIPROCITY
6112	Jennifer Petty	3/6/2025	RECIPROCITY
6115	David Phan	3/12/2025	RECIPROCITY
6113	John Max Price II	3/12/2025	RECIPROCITY
6100	Carolyn Jane Smith	1/25/2025	RECIPROCITY
6114	Daniel Craig Taylor	3/12/2025	RECIPROCITY
6119	Manuel Terraza	3/25/2025	RECIPROCITY
6101	Jolly Thulaseedas	2/12/2025	RECIPROCITY
6105	Carl David Toth	2/19/2025	RECIPROCITY
6120	Timothy S. Townsend	3/27/2025	RECIPROCITY
6111	Michael Weiser-Ward	3/6/2025	RECIPROCITY
6109	Rebecca A. Whitlow	3/5/2025	RECIPROCITY
6116	Joseph B. Whitte	3/20/2025	EXAM
6097	Travis J. Willson	1/15/2025	RECIPROCITY