

**MINUTES**  
**S.C. Board of Architectural Examiners Board Meeting**  
**Via Conference Call**  
**9:30 a.m., January 15, 2025**

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**Meeting Called to Order**

William Wes Lyles Vice-Chairman, called the meeting to order at 9:32 a.m. Other members participating were Amanda Green, J. Sanders Tate, James Stevens, Jr. and Anthony Lawrence.

Staff members participating in this meeting included Lenora Addison-Miles, Board Executive; Alice DeBorde, Program Coordinator; Ely Grote, Advice Counsel; Shelby Sutusky, Disciplinary Counsel and Charles Turkal, Chief Investigator.

**Statement of Public Notice**

Mr. Lyles announced that public notice of this meeting was properly posted at the S. C. Board of Architectural Examiners office, Synergy Business Park, Kingstree Building, on the board website, and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

**Approval of Agenda**

**Motion:** Mr. Lawrence made a motion to approve the agenda as submitted. Mr. Sanders seconded the motion which carried by unanimous vote.

**Approval of the November 13, 2024, Meeting Minutes**

**Motion:** Mr. Lawrence made a motion to approve the November 13, 2024, minutes, with revisions. Mr. Sanders seconded the motion which carried by unanimous vote.

**Motion:** After further discussion, Mr. Stevens made a motion to approve the November 13, 2024, meeting minutes with changes, superseding the prior motion. Mr. Sanders seconded the motion which carried by unanimous vote.

**Approval of Excused Absences**

**Motion:** Mr. Lyles made a motion to excuse new Board Member Michael Allen from the meeting. Mr. Allen contacted the Board Executive in advance that he would be unable to attend this meeting. Mr. Stevens seconded the motion which carried by unanimous vote.

### **Office of Investigations and Enforcement Report**

Mr. Turkal provided the OIE report. From January 2, 2024 – December 31, 2024, twenty-seven (27) total complaints received; five (5) active investigations and fourteen (14) closed. The board accepted this as information.

### **Investigative Review Conference Report**

The following IRC Recommendations were submitted to the board as a result of the December 17, 2024, IRC Meeting:

- 1 case for dismissal
- 1 case for letter of caution
- 2 cases for formal complaints

**Motion:** Mr. Lawrence made the motion to approve the IRC report as presented. Mr. Sanders seconded the motion which carried by unanimous vote.

### **Office of Disciplinary Counsel Report**

Shelby Sutusky presented the ODC report. As of January 6, 2025, eleven (11) cases are open, four (4) pending hearings and agreements and three (3) have been closed since the last report, and a total of twenty-five (25) closed since January 1, 2024. The board accepted this as information.

### **Reports**

#### **Board Executive's Report**

Board Executive Miles informed the board that mileage reimbursement has been increased to 70 cents per mile.

**Number of Active Credentials  
Board: ARCHITECT as of 1/9/2025**

<b>Credential</b>	<b>Description</b>	<b>Count</b>
AR	Architect	5025
ARA	Partnership Firm	8
ARB	Business Corporation Firm	105
ARC	Professional Association Firm	56
ARD	Sole Proprietor Firm	15
ARF	Firms	1639
	<b>Subt Total</b>	<b>6848</b>

**Number of Active Credentials  
Board: ARCHITECT as of 1/4/2024**

<b>Credential</b>	<b>Description</b>	<b>Count</b>
<b>AR</b>	<b>Architect</b>	<b>4685</b>
<b>ARA</b>	<b>Partnership Firm</b>	<b>8</b>
<b>ARB</b>	<b>Business Corporation Firm</b>	<b>104</b>
<b>ARC</b>	<b>Professional Association Firm</b>	<b>55</b>
<b>ARD</b>	<b>Sole Proprietor Firm</b>	<b>15</b>
<b>ARF</b>	<b>Firms</b>	<b>1519</b>
	<b>Subt Total</b>	<b>6386</b>

### **Financial Reports**

The board accepted as information the September 2024 financial reports.

### **Board Reports**

Member Lawrence informed the board that he will be attending the Leadership Summit.

### **Disciplinary Hearings**

No disciplinary hearings this meeting.

### **Application Hearings**

No application hearings this meeting.

### **New Business**

#### **2025 NCARB Regional Summit, February 28 – March 1, 2025, Philadelphia, PA**

**Motion:** Mr. Lawrence made a motion to request approval for two Board Members to attend as the NCARB funded board members and one Public Member to attend as the NCARB funded public delegate. Mr. Stevens seconded the motion which carried by unanimous vote.

#### **2025 Annual Business Meeting June 19-21, 2025, Scottsdale, AZ**

**Motion:** Mr. Lawrence made a motion to request approval for two Board Members to attend as the NCARB funded board members and one Public Member to attend as the NCARB funded public delegate. Mr. Stevens seconded; the motion which carried by unanimous vote.

**Motion:** Mr. Lyles made a motion regarding the 2025 NCARB Regional Summit and the Annual Business meeting to also include one new Board Member to attend as the NCARB funded (new) board member for both meetings. Mr. Steven seconded the motion which carried by unanimous vote.

Mr. Lawrence will attend the NCARB Regional and Annual Meeting and his costs will be covered by NCARB since he serves on a NCARB committee and Mr. Stevens will attend the NCARB Regional and Annual Meeting and his costs will be covered by Clemson University.

### **Unfinished Business**

No unfinished business this meeting.

### **Funding Requests**

No funding requests this meeting.

### **Public Comments**

Adrienne Montare, Director, AIA, informed the board that she was in attendance during the conference call. She had no comments

Board of Architectural Examiners

Board Meeting/Conference Call

January 15, 2025

The next meeting of the SC Board of Architectural Examiners is May 7, 2025.

**Motion:** Mr. Sanders made a motion to adjourn the meeting. Ms. Green seconded the motion which carried by unanimous vote. The meeting adjourned at 10:14 a.m.

Respectfully submitted: Alice M. DeBorde. Program Coordinator