

**Minutes of Meeting  
BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS,  
LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS  
AND LANDSCAPE ARCHITECTS  
(APELSCIDLA BOARD)**

**INFORMAL FACT-FINDING CONFERENCE  
October 9, 2008 (10:00 a.m.)**

The Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects convened in Richmond, Virginia, for the purpose of holding Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

John R. McAden, Board Member, presided. No other Board members were present.

Doug Schroder and Caroline Pruett appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Inge Snead & Associates, LTD. and the summaries or Consent Orders are attached unless no decision was made.

Disc=Disciplinary Case  
Lic=Licensing Application

C=Complainant/Claimant  
A=Applicant  
R=Respondent/Regulant  
Atty=Attorney  
Inv=Investigator  
W=Witness

Participants

1. Stephen Letchford  
File Number 2007-02205 (Disc)  
NO DECISION MADE

Letchford – R  
Kevin Funk – R's atty  
Thomas Wilson –C  
Chuck Sheehy – W

The meeting adjourned at 1:01 p.m.

The Board for Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects



Cameron Stiles, Chairman



Jay W. DeBoer, Secretary

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Custodian of Records

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTEREST ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: John R. McAden
2. Title: Presiding Board Member
3. Agency: Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects
4. Transaction: Informal Fact-Finding Conferences on October 9, 2008
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_

6. I declare that:

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

John R. McAden  
Signature

10-9-08  
Date