



## STATE BOARD OF LANDSCAPE ARCHITECTS

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# MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS August 8<sup>th</sup> 2018

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, August 8<sup>th</sup>, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), Jason Testman (Secretary), Linda Lyter from the WV Association of Licensing Boards, and Leslie Rosier-Tabor from the WVPE Board
  
- II. **OLD BUSINESS**
  - a. **Minutes:** Minutes from the previous meeting of April 2018 were not available – these minutes and today's minutes shall be present for approval at the following meeting.
  
- III. **NEW BUSINESS**
  - a. **Memorandum of Understanding (MOU)** – Linda Lyter discussed the approach of combining small boards so that staff and office space can be shared. Linda expressed that putting this in place before the end of the calendar year would be ideal. The board agreed and voted to move forward with seeking further information on this MOU. Leslie advised that we need to begin issuing COAs to generate revenue that would further justify and fund the staff and space.
  - b. **Board Stipend**
    - i. After many attempts that seem to enter the final stage, there is still no resolution on our per diem. Linda says that she can help resolve this.
  - c. **Budget** – discussion of stipend progressed into questions regarding budget. Per Linda, our budget information is to be input into Oasis. Mike and John had worked on budgetary documents in the past and submitted them, Mike had worked with someone to get budget into Oasis – but cannot recall the name.
  - d. **Financial Report**
    - i. P/L FY 2019
    - ii. Beginning of the fiscal year balance: \$25,065.17
    - iii. Ending Cash Balance: \$30,814.63
    - iv. Revenue: \$6,505

- v. Expenses: \$755.54
  - i. P/L FY 2018
  - ii. Beginning of the fiscal year balance: \$29,466.99
  - iii. Ending Fiscal Year Cash Balance: \$25,065.17
  - iv. Revenue: \$9,130
  - v. Expenses: \$13,531.82
  
- e. **Roster** – Roster needs updated to reflect renewals and new licensees. Mike and Jason are working on this.
- f. **CLARB** - John Rudmann is the designated board member authorized to vote on the CLARB By-Laws resolution and CLARB Leadership Elections.
  
- g. **Exams** – results from LARE have been logged, are available
  
- h. **COAs** – Will determine schedule for release and term at next meeting

## APPLICATIONS

<b>Applicant Name</b>	<b>Status</b>	<b>Outstanding item</b>	<b>Notes</b>
Amber Park	App via Examination	Plant Exam	Approved pending Plant Exam
Jacob Burns	App via Examination	CLARB record not released	Contact Jacob to release CLARB record
Frank Riggins			
Nina Chase	App via Reciprocity	Plant Exam	Approved pending Plant Exam
Samuel Rich	App via Examination	Plant Exam	Approved pending Plant Exam
Kurt Parker	Verification of licensure	application	
Mishelle Hilliard	App via Reciprocity	Plant Exam	Approved pending Plant Exam
John Dawson	Applicatoin	Plant Exam	Approved pending Plant Exam

- i. **Records Management** – Mike is designated manager at this time
  - i. need to develop records management policy
- j. **Procure Review and Follow up**
  - i. Will review

## IV. Other

- a. **Mikes Term**
- b. **Transition Items**

**V. PUBLIC COMMENTS**

- a. There were no comments

**VI. NEXT MEETING**

- a. August 22<sup>nd</sup>, 11:30

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary  
August 8<sup>th</sup>, 2018