



STATE BOARD OF LANDSCAPE ARCHITECTS

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MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS August 22nd 2018

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, August 22nd, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), and Jason Testman (Secretary)

- II. **OLD BUSINESS**
 - a. **Minutes:** Minutes from the previous meeting of April 2018 and August 8th 2018 were approved.
 - b. **Memorandum of Understanding** – the board voted to approve the MOU and forward to Linda Lyter for the next step.
 - c. **Roster** – Roster will be completed soon, and renewal cards sent out. The updated roster needs to be posted on the website

- III. **NEW BUSINESS**
 - a. **Board Stipend**
 - i. John made significant progress on the board stipend and we will have paper work to process in order to receive stipend
 - b. **Budget**
 - c. **Roster** – Roster needs updated to reflect renewals and new licensees.
 - d. **Exams** – Applicants: Nina Chase and Samuel Rich

APPLICATIONS

Applicant Name	Status	Outstanding item	Notes
Amber Park	App via Examination	Plant Exam	
Jacob Burns	APPROVED VIA EXAMINATION	PLANT EXAM	
Frank Riggins	APPROVED		
Nina Chase	App via Reciprocity	Plant Exam	
Samuel Rich	App via Examination	Plant Exam	
Kurt Parker	Verification of licensure	application	
Mishelle Hilliard	App via Reciprocity	Plant Exam	
John Dawson	Application	No clarb requested	

- e. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- f. **Procure Review and Follow up**
 - i. MOU to Linda Lyter
 - 1. Online Renewals
 - 2. Office Space/Staff
 - 3. Beginning COA process – approve at next meeting

IV. Other

- a. **Board Term** – Nathan Greene
 - i. Rebecca Blaine reports no progress on any boards

V. PUBLIC COMMENTS

- a. There were no comments

VI. NEXT MEETING

- a. August 22nd, 11:30

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary
August 22nd, 2018