



STATE BOARD OF LANDSCAPE ARCHITECTS

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MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS Thursday, March 21st 2013

I. A meeting of the West Virginia Board of Landscape Architects was called to order at 11:00 am, Thursday March 21st at the Charleston Civic Center. Present were Board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), and Jason Testman (Secretary).

II. OLD BUSINESS

- a. **Minutes:** The Minutes from the meeting of Dec. 19 were approved. These Minutes and others from the previous three year's meetings have been posted to the website
- b. **Website:** The Website has been updated to reflect the new phone numbers and board members, meeting minutes have been updated to reflect the previous three year's meetings.
- c. **Archived Record Storage:** Jason reviewed the state archive's procedures for archiving records, what should be preserved, and what can be destroyed. Mike will prepare a list of typical board documents and our recommended actions for preservation and destruction.
- d. **Insurance:** Jason is to meet with BRIM to better understand requirements and procedures.
- e. **Roster Updating:** The updated roster has been posted.
- f. **Online License Renewal:** Seek the advice of other boards who have this in place and how it is implemented.
- g. **Two Year Licensing:** A rule change will be necessary

III. NEW BUSINESS

- a. **Driver Safety Training:** Members viewed online driver safety videos from <http://www.progressive.com/vehicle-resources/driving-safetymain.aspx> . Jason will discuss the proper reporting process with BRIM.
- b. **CE Audits** – All Continuing education audits have been returned, with the exception of Beth Hestick and Mark Gionet.

- i. Mark Gionet –
 - ii. Beth Hestick – has not kept up with the information because she is not renewing – Board will send letter explaining that we still need this information or she will face additional fees should she reapply and still be subject to making CE current as per Board Rules.
- c. **LARE**
- i. There are no applicants registered for Exams, and beginning Jan 1st, CLARB will be administering all LARE exams
 - ii. The board will still administer the WV State Plant Exam
- d. **Board Stipend** – As per State Treasurer’s office, we need to submit for worker’s comp and unemployment for the event we hire employees.
- e. **Anonymous Complaint** – The board reviewed an anonymous complaint regarding the title/practice of Landscape Architecture in West Virginia from an out of state person/company. A Cease and Desist letter shall be sent.
- f. **Leesa C. Davis Refund** – The board approved the refund to Leesa C. Davis for her application.
- g. **Renewals** –
- i. Mike will send Renewal notices
 - ii. Jason will receive and deliver checks to the state.
 - iii. Roster will then be revised accordingly.

IV. Treasurer’s Report:

- a. Last year’s budget was \$22,228 and will need to be updated and adjusted for this year. As of 1/13 we have spent \$7,351.38, leaving budget balance of \$14,876.62.
- b. We have a cash balance of \$34,433.23

V. APPLICATIONS/LICENSE

Applicant Name	Status	Outstanding	Action Taken
Morgan McIlwain	Issued License	Waiting on seal	
Kurt Culbertson	Sent approval Letter	No response	
Christopher Thompson	Sent approval letter	No response	
Kevin McClung	Application	Need reference	Received as of 5/17/13 – Approved for licensure by examination
Steven Beattie	Application	CLARB Record	Received as of 5/17/13 – Approved for licensure

VI. CHAIRMAN'S COMMENTS

- a. Mike would like to put together a packet for each officer that provides a guide on basic procedures, contacts, etc., so that future new members can transition smoothly.
- b. The board should focus on the procedures for two year registrations and online license renewal, and the fees for COAs.
- c. Jason needs to meet with BRIM to understand procedures.

VII. PUBLIC COMMENTS

- a. There were no comments

VIII. NEXT MEETING

- a. Mike will advise on next meeting date.

Meeting adjourned at 12:30pm

Respectfully Submitted,



Jason Testman, Secretary
May 17, 2013