



## STATE BOARD OF LANDSCAPE ARCHITECTS

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### MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS

October 16<sup>th</sup> 2013

- I.** A meeting of the West Virginia Board of Landscape Architects was called to order at 3:30pm, October 16<sup>th</sup> 2013 via Teleconference. 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 March 2013 were approved. These Minutes and others from the previous three year's meetings have been posted to the website
  - b. **Renewals:** Renewals have been completed, roster has been updated.
  - c. **Online License Renewal:** John is to follow up
  - d. **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. **Replacement for John Rudmann (Treasurer):** The board is to select a candidate
  - c. **LARE:** Ryan Seacrist passed the 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 title use by Eddie Shifflet
  - f. **Files:** Mike and Jason will arrange a time to move the files.
  - g. **Roster:** Need to Add Ryan Seacrist and Stephen Beattie
  - h. **Website:** Remove calendar, add link to banned plant list

**IV. Treasurer's Report:**

- a. Budget is \$22,300.00

**V. APPLICATIONS/LICENSE**

**Licensees:** 383 Ryan Seacrist Issued  
384 Stephen Beattie Issued  
382 Christopher Thompson Sent approval letter

<b>Applicant Name</b>	<b>Status</b>	<b>Outstanding</b>	<b>Action Taken</b>
Raymond Heil	Applications		Approved #385
Mathew Latimer	Application		Approved #386
Nichole Mendinsky	Application		Missing Reference from Steven Lynch

**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.

**VII. PUBLIC COMMENTS**

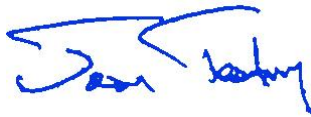
- a. There were no comments

**VIII. NEXT MEETING**

- a. Mike will advise on next meeting date.

Meeting adjourned at 4:30pm

Respectfully Submitted,



Jason Testman, Secretary  
October 16<sup>th</sup>, 2013

