



## STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508  
ph: (855) 226-1273 fax: (304) 594-1482

# MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS April 17<sup>th</sup> 2018

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 11:00am, April 17th, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), Jason Testman (Secretary)
  
- II. **OLD BUSINESS**
  - a. **Minutes:** The Minutes from the meeting of January 2018 were approved. These Minutes and others from the previous three year's meetings have been posted to the website
  
  - b. **Board Stipend**
    - i. WV11'S are not processed by the state budget office. These must be processed in OASIS – Mike has a notice dated July 2<sup>nd</sup>. Mike will call budget office to follow up.
  - c. **License Renewals** – Renewals will be sent out at the end of May
  - d. **Roster** – updated Roster will be synced between Mike and Jason and uploaded to website
  
- III. **NEW BUSINESS**
  - a. **Exams** – results from LARE have been logged, are available
  - b. **Renewals:** Renewal forms are to be made available on website.

### RECENT LICENSES ISSUED

Applicant Name	Number	Notes
Carrie Read	411	

### APPLICATIONS

<b>Applicant Name</b>	<b>Number</b>	<b>Notes</b>
Harrold White	410	

- c. **Oasis project** – John will contact finance desk about CLARB fees
- d. **Records Management** – Mike is designated manager at this time
  - i. need to develop records management policy
- e. **Procure Review and Follow up**
  - i. Will review
- f. **CEU Audits are completed**
- g. **Auditor’s report**
  - i. Need to update roster – will do so after renewals
  - ii. Website – will sort roster by name instead of license#
  - iii. Online renewals – not at this time
  - iv. Office space/staff
  - v. Beginning COA process

**IV. Mike’s Term – expired, not an issue**

**V. PUBLIC COMMENTS**

- a. There were no comments

**VI. NEXT MEETING**

- a. Mike will advise on next meeting date.

Meeting adjourned at 1:00pm

Respectfully Submitted,

Jason Testman, Secretary  
April 17th, 2018