



STATE BOARD OF LANDSCAPE ARCHITECTS

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MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS

August 5th, 2016

- I. A meeting of the West Virginia Board of Landscape Architects was called to order at 11:00am, August 5th, 2016 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 March 2016 were approved. These Minutes and others from the previous three year's meetings have been posted to the website
 - b. **Treasurer's Report:**
 - i. 2016 Collections/Fees/License: \$9,760.00
 - ii. End 2016 Cash Balance: \$29,831.33
 - iii. 2017 Collections/Fees/License: \$5,615.00
 - iv. Total Appropriation: \$99.63
 - v. July 2017 Cash Balance: \$35,346.70

 - c. **Board Stipend**
 - i. WV11'S are not processed by the state budget office. These must be processed in OASIS
 - d. **License Renewals**
 - i. 82 Renewals received
 - ii. 30 lapsed as of this time – Jason is working to reconcile

- III. **NEW BUSINESS**
 - a. **Exams** – NA
 - b. **Renewals:**
 - c. **Completed Roster:** updated with emails, addresses, etc.
 - i. Need to sync Mike and Jason's roster and post to website

RECENT LICENSES ISSUED

Applicant Name	Number	Notes
Dillon Conner	407	

APPLICATIONS

Applicant Name	Number	Notes
Dan Erlandson	408	Issue license
Mischele Hilliard		Incomplete
John Dawns		Incomplete

- d. **Oasis project** – John will contact finance desk about CLARB fees
- e. **Records Management** – Mike is designated manager at this time
 - i. need to develop records management policy
- f. **Procure Review and Follow up**
 - i. Will review
- g. **CEU Audits are completed**
- h. **Auditor's report**
 - i. Need to update roster
 - ii. Website needs completed
 - iii. Online renewals – we will not do at this time
 - iv. Office space/staff
 - v. Beginning COA process – 2017

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

August 5th, 2016