



## STATE BOARD OF LANDSCAPE ARCHITECTS

522 Ashebrooke Square, Morgantown, WV 26508  
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### MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS December 18th, 2018 – 12:00pm

#### MINUTES:

##### I. OLD BUSINESS

- a. **Minutes:** Review and approval
  - i. The minutes from the previous meeting were approved
- b. **Financial Report from Treasurer:**
  - i. Beg FY cash balance 2019: \$25,065.17
  - ii. Current FY cash balance: \$25,090.92
  - iii. Current month expenses: \$334.44
  - iv. Current month revenue: \$150
  - v. Net income so far in FY 2019: \$25.75
    1. The treasurer's report was approved
- c. **Memorandum of Understanding** – Discuss status: Linda has updated us that the Board of Hearing Aid Dealers voted to include the Board of Landscape Architects in a MOU.
  - i. Salary Reimbursement for Administrative Assistant is \$14.00/hr
  - ii. Rent is \$63.38/month - \$760.50/annually
  - iii. Linda advises that this should be feasible for our board
- d. **Roster** – roster is on website – new licensees need added.
- e. **Board Stipend** – the board is approved for payroll services and is ready to submit for per diems for meetings..
- f. **Governor's Executive Order** – Jason completed response and submitted to the intended recipients
- g. **Data Transfer** – set up a dropbox location for Mike to transfer data to.
- h. **COAs** – We have a COA form adopted from the PE Board. Will send out letter in January notifying firms that this is coming for the FY2019 Renewal Period.

##### II. NEW BUSINESS

- a. **Vote on MOU** – the board votes to approve the MOU with the board of hearing aid dealers.
- b. **Website** – All contact info has been updated
- c. **Payroll** –

- i. Nathaniel Greene needs to process paperwork. Nathan says he will send to Kendra
- d. **Working with other state Licensing Boards**
  - i. Reciprocity Rules – John will work on this.
  - ii. WV Plant Exam -we will vote to eliminate the plant exam in the next meeting.
- e. **Auditor’s Training Conference**
  - i. Chairman must attend once/year
  - ii. Board Members once every 2-3 years
- f. **Annual Report**
  - i. Jason is assembling, will submit
- g. **APPLICATIONS**

**STATUS OF APPLICATIONS**

| <b>Applicant Name</b> | <b>Status</b>                | <b>Outstanding item</b>  | <b>Notes</b> |
|-----------------------|------------------------------|--------------------------|--------------|
| Amber Park            | App via Examination          | declined plant exam      |              |
| Jacob Burns           | APPROVED VIA EXAMINATION     | Needs to pass plant exam |              |
| Frank Riggins         | APPROVED                     |                          |              |
| Nina Chase            | App via Reciprocity          | Declined plant exam      |              |
| Kurt Parker           | Verification of licensure    | application              |              |
| Mishelle Hilliard     | App via Reciprocity          | Plant Exam               |              |
| John Dawson           | Application                  | No clarb requested       |              |
| Richard Celender      | Application and CLARB record |                          |              |

**III. PUBLIC COMMENTS**

- a. There were no comments

**IV. NEXT MEETING**

Meeting adjourned at 1:00pm

Respectfully Submitted,



Jason Testman, Secretary  
October 30<sup>th</sup> 2018