MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS
April 17th 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 2nd. 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

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<tr>
<th>Applicant Name</th>
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<th>Notes</th>
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<tbody>
<tr>
<td>Carrie Read</td>
<td>411</td>
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APPLICATIONS

www.wvlaboard.org
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

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<td>Harrold White</td>
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