MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS
August 8th 2018

I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, August 8th, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), Jason Testman (Secretary), Linda Lyter from the WV Association of Licensing Boards, and Leslie Rosier-Tabor from the WVPE Board.

II. OLD BUSINESS
   a. Minutes: Minutes from the previous meeting of April 2018 were not available – these minutes and todays minutes shall be present for approval at the following meeting.

III. NEW BUSINESS
   a. Memorandum of Understanding (MOU) – Linda Lyter discussed the approach of combining small boards so that staff and office space can be shared. Linda expressed that putting this in place before the end of the calendar year would be ideal. The board agreed and voted to move forward with seeking further information on this MOU. Leslie advised that we need to begin issuing COAs to generate revenue that would further justify and fund the staff and space.
   b. Board Stipend
      i. After many attempts that seem to enter the final stage, there is still no resolution on our per diem. Linda says that she can help resolve this.
   c. Budget – discussion of stipend progressed into questions regarding budget. Per Linda, our budget information is to be input into Oasis. Mike and John had worked on budgetary documents in the past and submitted them, Mike had worked with someone to get budget into Oasis – but cannot recall the name.
   d. Financial Report
      i. P/L FY 2019
      ii. Beginning of the fiscal year balance: $25,065.17
      iii. Ending Cash Balance: $30,814.63
      iv. Revenue: $6,505
v. Expenses: $755.54
   i. P/L FY 2018
i. Beginning of the fiscal year balance: $29,466.99
   ii. Ending Fiscal Year Cash Balance: $25,065.17
iv. Revenue: $9,110
v. Expenses: $13,531.82

   e. **Roster** – Roster needs updated to reflect renewals and new licensees. Mike and Jason are working on this.

   f. **CLARB** - John Rudmann is the designated board member authorized to vote on the CLARB By-Laws resolution and CLARB Leadership Elections.

   g. **Exams** – results from LARE have been logged, are available

   h. **COAs** – Will determine schedule for release and term at next meeting

---

**APPLICATIONS**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Status</th>
<th>Outstanding item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber Park</td>
<td>App via Examination</td>
<td>Plant Exam</td>
<td>Approved pending Plant Exam</td>
</tr>
<tr>
<td>Jacob Burns</td>
<td>App via Examination</td>
<td>CLARB record not released</td>
<td>Contact Jacob to release CLARB record</td>
</tr>
<tr>
<td>Frank Riggins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nina Chase</td>
<td>App via Reciprocity</td>
<td>Plant Exam</td>
<td>Approved pending Plant Exam</td>
</tr>
<tr>
<td>Samuel Rich</td>
<td>App via Examination</td>
<td>Plant Exam</td>
<td>Approved pending Plant Exam</td>
</tr>
<tr>
<td>Kurt Parker</td>
<td>Verification of licensure</td>
<td>application</td>
<td></td>
</tr>
<tr>
<td>Mishelle Hilliard</td>
<td>App via Reciprocity</td>
<td>Plant Exam</td>
<td>Approved pending Plant Exam</td>
</tr>
<tr>
<td>John Dawson</td>
<td>Applicatoin</td>
<td>Plant Exam</td>
<td>Approved pending Plant Exam</td>
</tr>
</tbody>
</table>

   i. **Records Management** – Mike is designated manager at this time

   j. **Procure Review and Follow up**

   i. Will review

---

**IV. Other**

---

www.wvlaboard.org
a. Mikes Term
b. Transition Items

V. PUBLIC COMMENTS
a. There were no comments

VI. NEXT MEETING
a. August 22\textsuperscript{nd}, 11:30

Meeting adjourned at 1:00pm

Respectfully Submitted,

Jason Testman, Secretary
August 8\textsuperscript{th}, 2018