MEETING OF THE WEST VIRGINIA BOARD OF LANDSCAPE ARCHITECTS
August 22nd 2018

I. A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, August 22nd, 2018 via phone conference. Present were board Members Michael Biafore (Chairman) and John Rudmann (Treasurer), and Jason Testman (Secretary)

II. OLD BUSINESS
a. Minutes: Minutes from the previous meeting of April 2018 and August 8th 2018 were approved.

b. Memorandum of Understanding – the board voted to approve the MOU and forward to Linda Lyter for the next step.

c. Roster – Roster will be completed soon, and renewal cards sent out. The updated roster needs to be posted on the website

III. NEW BUSINESS
a. Board Stipend
   i. John made significant progress on the board stipend and we will have paper work to process in order to receive stipend

b. Budget

c. Roster – Roster needs updated to reflect renewals and new licensees.

d. Exams – Applicants: Nina Chase and Samuel Rich
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>
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<tr>
<td>Jacob Burns</td>
<td>APPROVED VIA EXAMINATION</td>
<td>PLANT EXAM</td>
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<tr>
<td>Frank Riggins</td>
<td>APPROVED</td>
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<td>Nina Chase</td>
<td>App via Reciprocity</td>
<td>Plant Exam</td>
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<tr>
<td>Samuel Rich</td>
<td>App via Examination</td>
<td>Plant Exam</td>
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<tr>
<td>Kurt Parker</td>
<td>Verification of licensure</td>
<td>application</td>
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<td>Mishelle Hilliard</td>
<td>App via Reciprocity</td>
<td>Plant Exam</td>
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<tr>
<td>John Dawson</td>
<td>Application</td>
<td>No clarb requested</td>
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e. Records Management – Mike is designated manager at this time
   i. need to develop records management policy
f. Procure Review and Follow up
   i. MOU to Linda Lyter
      1. Online Renewals
      2. Office Space/Staff
      3. Beginning COA process – approve at next meeting

IV. Other
   a. Board Term – Nathan Greene
      i. Rebecca Blaine reports no progress on any boards

V. PUBLIC COMMENTS
   a. There were no comments

VI. NEXT MEETING
   a. August 22nd, 11:30

Meeting adjourned at 1:00pm

Respectfully Submitted,

[Signature]

Jason Testman, Secretary
August 22nd, 2018