A meeting of the West Virginia Board of Landscape Architects was called to order at 12pm, January 23rd, 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 September 2017 were approved. These Minutes and others from the previous three year’s meetings have been posted to the website

III. NEW BUSINESS
   a. Board Stipend
      i. WV11’S are not processed by the state budget office. These must be processed in OASIS – received notice of approval dated July 5th, but process is not complete. – Mike will attempt again to get info from budget office.
   b. Roster – updated Roster will be synced between Mike and Jason and uploaded to website – still need contact info from new licensees
   c. Exams – results from LARE have been logged, are available

RECENT LICENSES ISSUED

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Park</td>
<td>409</td>
<td></td>
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APPLICATIONS

www.wvlaboard.org
<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Status</th>
<th>Outstanding item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandy White</td>
<td>Under review</td>
<td>None</td>
<td>Approved</td>
</tr>
</tbody>
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- **d. Oasis -**
- **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

**IV. Other**
- a. Mikes Term
- b. Transition Items

**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
January 23rd, 2018