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

<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>declined plant exam</td>
<td></td>
</tr>
<tr>
<td>Jacob Burns</td>
<td>APPROVED VIA EXAMINATION</td>
<td>Needs to pass plant exam</td>
<td></td>
</tr>
<tr>
<td>Frank Riggins</td>
<td>APPROVED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nina Chase</td>
<td>App via Reciprocity</td>
<td>Declined plant exam</td>
<td></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></td>
</tr>
<tr>
<td>John Dawson</td>
<td>Application</td>
<td>No clarb requested</td>
<td></td>
</tr>
<tr>
<td>Richard Celender</td>
<td>Application and CLARB record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. PUBLIC COMMENTS
    a. There were no comments

IV. NEXT MEETING

Meeting adjourned at 1:00pm

Respectfully Submitted,

www.wvlaboard.org