



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

BOARD MEETING
May 18, 2013

Voting Members in Attendance:

Dan Hill, President of the Board
Cary Baird
Ryan Hansen
Dale Doerr

Non-Voting Attendees:

Helen Wright

Members of the Public:

None

Voting Member Absent:

Sandra Antunez

The agenda for this meeting was posted on May 14, 2013 prior to 9:00 AM in accordance with Nevada Revised Statute 241 in the following locations:

The Office of Hill, Clark and Associates Landscape Architects
Stantec Consulting, Las Vegas and Reno
The Office of the Nevada State Board of Landscape Architecture
The Office of LA Studio, LLC
Lumos and Associates
Nevada State Board of Landscape Architecture Web site

Minutes Transcribed by Helen Wright, Executive Director of the Board

Agenda Item	Discussion	Follow-Up
1. Call to Order		
a. Introductions of all Present b. Establish Quorum c. Approval of Agenda	The May 18, 2013 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Dan Hill at 10:00 AM. It is noted that the number of voting members present represented a quorum. All attendees introduced themselves and provided consent to be recorded. The agenda was approved as presented. The Board interrupted its meeting during the day for two 10-minute breaks and a one-hour lunch break.	Closed.
2. Public Comment Period		
	No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) There was no public comment at this time.	Closed.
3. Approval of Previous Meeting Minutes		
	The minutes from the January 25, 2013 meeting of the Nevada State Board of Landscape Architecture were reviewed and approved by the Board. The approved minutes will be posted on the Nevada State Board of Landscape Architecture web site.	Post approved minutes to the web site.
4. Old Business		
a. Discuss Options for Quarterly Newsletter	Following a lengthy discussion, Board members agreed that providing a newsletter would require a large commitment on everyone's part. Ideas regarding usage of social media were explored and discussed along with ideas about continually remaining transparent to all parties served by the Board. It was decided that a newsletter will be published following each Board meeting and that time during meetings would be set aside to actually write and edit the publication as needed. Articles will cover the following topics: President's Message, Enforcement Cases, Featured Board Member, Question of the Quarter and The Board Welcomes... Members will bring their articles to the next meeting and will be prepared to complete the publication.	Board members will bring their articles to the next meeting on August 24, 2013 when the newsletter will be edited.

To be Approved by the Board 3rd Quarter Meeting

Agenda Item	Discussion	Follow-Up
4. Old Business (cont.)		
b. Report Findings Regarding the Nevada State Board of Finance	Cary Baird reported that he is unable to provide new information to the Board; a report will be presented during the August meeting of the Board.	Report findings during 3rd Quarter Meeting of Board.
c. Report on Meeting of the Nevada Construction Industry Relations Committee Meeting	Board members reviewed the report filed by Sandra Antunez on the final outcome of edits requested of the Blue Book Committee. Board members made some slight revisions to the document which will be presented to the Committee on June 25 th by Sandra Antunez. The matter will be closed following a final report on that meeting.	Ongoing.
d. Report on the 2013 Legislative Session	Ellis Antunez filed a report listing bills which are being watched during the 2013 Legislative Session. He reported that most bills are reflective of operations for administration. The bills may affect the way in which this board operates and reports to the executive branch and financial committees. Included in the list is <i>AB434, Revisions on Application for Interior Designer</i> and <i>SB 55 Revisions in Master Plans in Clark County</i> . Others listed may not affect the profession of Landscape Architecture directly; they are being watched in case wording is added that may bring this profession into its purview. The bill numbers may be found on http://www.leg.state.nv.us/ .	Ongoing.
e. Report on Public Welfare Project	Ellis Antunez filed the following: "The presentation is still a work in progress. I am forwarding a presentation that was shown to the legislators at the February Meet and Greet, held in Carson City and hosted by the Northern Nevada ASLA Section. The purpose of this presentation was to educate legislators on what Landscape Architects do, which is not just planting trees and shrubs. Using a presentation from CLARB as a basis local graphics and descriptions that local L.A.'s provided were added." The presentation ran about 9 minutes and was viewed at the meeting.	Ongoing.
5. New Business		
a. Review and Approve FY14 Budget	The proposed FY14 Budget was reviewed and approved by members of the Board. The budget will be adjusted as needed when an evaluation of income from registration renewals has been completed in July.	Closed.
b. Review and Approve FY14 Lease Agreement	The FY14 Rental Agreement was reviewed and approved by the Board.	Closed.

Agenda Item	Discussion	Follow-Up
6. Executive Director Report		
a. Financial Operations Update	<p>The current bank account balance and accounting records are detailed in the financial reports included with this report. The balance to date is \$85,220.25 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 87.76 of its projected income, and has spent only 87.19% of its projected expenses. This ends the fiscal year with instead of losing \$10,000 as projected; the Board has a surplus of \$1677.75. All invoices to this date have been paid.</p>	Informational.
b. Operations Update	<ul style="list-style-type: none"> • The Board office has moved to 1200 Riverside Drive, Unit 1218 as of March 15, 2013. There were difficulties with telephone lines at the new location, so a decision was made to disconnect the former land line 775 688-1316. The State of Nevada has provided an outgoing message to callers advising them to call 775 530-4602. The fax line was also disconnected. There is a new fax number 877 297-3823 which is toll-free and provides service directly to our existing e-mail address. The new fax number and telephone numbers are provided under our <i>contact us</i> portion of the web-site. • With moving toward a paperless office, application documents have been scanned and handled in an electronic manner. Although challenging in some respects, this system will provide greater efficiency and ease going forward. • Registration renewals were sent out using the new format on May 10, 2013. The smaller packet greatly reduced the amount of printing, paper and mailing costs associated with renewals. 	Informational.

To be Approved by the Board 3rd Quarter Meeting

Agenda Item	Discussion	Follow-Up
6. Executive Director Report (cont.)		
c. Presentation and Approval of Candidates for Registration in the State of Nevada	<p>The following were reviewed and approved by the board for Landscape Architecture Registration in the State of Nevada:</p> <ul style="list-style-type: none"> • Michael Cook (<i>pending return of completed exam and payment of registration fees.</i>) • James Crosby (<i>pending return of completed exam and payment of registration fees.</i>) • Corey Kazinec • John Peters (<i>pending duplicate application, verification from California and registration fees.</i>) • Rayka Robrecht • Joseph Young (<i>pending payment of application fee \$100.</i>) 	Closed.
7. Council of Landscape Architecture Registration Board Report		
a. Report from Spring Meeting	<p>A report on the Spring Meeting 2013 was filed by Sandra Antunez. The Executive Director, who also attended the meeting provided a report including:</p> <ul style="list-style-type: none"> • CLARB Strategic Planning • December LARE Success Rate • CLARB Message Link for Candidates • Elevator Speech Ideas • One CLARB Meeting per Year. <p>Board members engaged in a conversation on these topics. Both reports were filed.</p>	Ongoing.
b. Make Plans for Annual Meeting	<p>A decision about attending the Annual Meeting will be made after registration renewals are fully processed in July. The Executive Director and the 2 newest members will go; others will go depending on how the budget appears.</p>	Ongoing.

Agenda Item	Discussion	Follow-Up
8. Enforcement		
a. Close Cases	The LCB Quarterly report has been filed. Cases numbered 12-1, 12-3, 12-4, 12-5, 12-6, 12-7, 12-8, 12-9, 12-10, 12-11, 12-12, 12-13, 12-14, 12-15, 12-16, 12-17, 12-18, 12-19, 12-20, 12-21, 12-22, 12-23, 12-24, 12-25, and 12-26 were closed.	Ongoing.
9. Public Comment Period		
	No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) There was no additional public comment.	Closed.
10. Next Meeting, Next Meeting Agenda Items and Adjournment		
	The date of the next meeting of the Nevada State Board of Landscape Architecture will be August 24, 2013 from 10:00 AM to 12:00 Noon and held via teleconference. A toll-free number will be provided to public members who may wish to participate. There being no further business to discuss, the meeting was adjourned at 4:00 PM.	Closed.

Respectfully Submitted By: Helen Wright

Executive Director for the Board, Nevada State Board of Landscape Architecture

Approved By: Dan Hill, President of the Board, Nevada State Board of Landscape Architecture