



**AGENDA
NEVADA STATE BOARD OF
LANDSCAPE ARCHITECTURE
PUBLIC NOTICE OF MEETING**

Brian Sandoval
Governor

BOARD MEMBERS
Dale Doerr-President
Melinda Gustin-Public Member
Ryan Hansen
Stanon Southwick
Amie Wojtech

**FIELD INVESTIGATION
OFFICERS**
Ellis Antunez
Cary Baird
Dan Hill
Clair Lewis
Kreg Mebust
Donald Naquin
Rich Shock
Jack Zunino

**DEPUTY ATTORNEY
GENERAL**
Henna Rasul

EXECUTIVE DIRECTOR
Helen Wright

*****PUBLIC NOTICE OF MEETING***
NEVADA STATE BOARD OF LANDSCAPE
ARCHITECTURE**

**Date: Saturday February 6, 2016
Time: 9:30 AM to 4:30 PM
Location: School of Architecture
University of Nevada Las Vegas
Paul B. Sogg Architecture Building
Second Floor Conference Room
E. Tropicana Avenue and Brussels Street, Las Vegas**

MEETING AGENDA Pages 1-2

1. CALL TO ORDER- Dale Doerr

a. Introductions of all Other Present, Establish Quorum and Approval of Agenda. *(For Possible Action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.)*

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)

3. STANDING BUSINESS

- a. Review and Approve Meeting Minutes of November 14, 2015-Dale Doerr *(For Possible Action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.)* Pages 3-8
- b. Review Board Web-Site *Top Links*; Create Updates as Needed-All Members *(For Possible Action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.)*

4. OLD BUSINESS

- a. Continue Discussion/Sort Ideas on Implementing Continuing Education-All Members
- Guest Speaker-Danny Ortega *Update UNLV Landscape Architecture Program*
 - Presentation-Ellis Antunez *Definition of Health Safety and Welfare*
- b. Continue Discussion on Development of a Board Strategic Plan-All Members *(For Possible Action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.)*

5. NEW BUSINESS

- a. Accept Resignation and Terms of Helen Wright, Executive Director *(For Possible Action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.)*Page 9
- b. Appoint Ellis Antunez and Define Terms of Appointment as Executive Director *(For Possible Action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.)*
- c. Selection of Board Officers-Secretary, CLARB Representative, Enforcement Representative and Outreach and Communications Representative *(For Possible Action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.)* Page 10
- d. New Member Orientation-Helen Wright and Ellis Antunez

6. ENFORCEMENT

- a. No Enforcement Activity.

7. COUNCIL OF LANDSCAPE ARCHITECTURE REGISTRATION BOARD REPORT

- a.. CLARB 101 Presentation <http://www.clarb.org/media/clarb%20101/index.htm>
- b. Upcoming "In the Know" Events Page 11
- c. FAQ's about Using the CLARB Community on Facebook Page 12

8. EXECUTIVE DIRECTOR REPORT-Helen Wright Pages 13-16

- a. Financial Update
- b. Operations Update
- c. Registration Renewal Update
- d. Presentation and Approval of Candidates for Registration in the State of Nevada *(For Possible Action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.)*

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)

10. NEXT MEETING, NEXT MEETING AGENDA ITEMS AND ADJOURNMENT *(For Possible Action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.)*

Please Note: The Nevada State Board of Landscape Architecture may address agenda items out of sequence, combine the agenda items, pull or remove the agenda items, in order to aid the efficiency or effectiveness of the meeting or to accommodate persons appearing before the Board. The Board may continue agenda items to the next meeting as needed. (NRS 241.020)

Public comment is welcomed by the Board and will be heard at the beginning of the Board meeting following the Call to Order and Roll and at the end of the agenda prior to the adjournment of the Board meeting. Public comment will be limited to five minutes per person. The Board meeting Chair may allow additional time to be given a speaker as time allows and at his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn.

Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. See NRS 233B.126.

Anyone desiring additional information regarding the meeting is invited to call the Board office at (775) 671-3242. We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Nevada State Board of Landscape Architecture, P.O. Box 17039, Reno, Nevada 89511, or call (775) 671-3242, as soon as possible.

The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. (NRS 241.030)

All meeting materials are available for download at the Nevada State Board of Landscape Architecture meeting page of the website <http://nsbla.state.nv.us/Agendas.htm>. Meeting materials may also be picked up in person at any one of the following office locations:

- Office of the Attorney General – Carson City
100 North Carson Street, Carson City, NV 89701 Telephone: 775-684-1100 Fax: 775-684-1108
- Office of the Attorney General – Reno
5420 Kietzke Lane Suite 202, Reno, NV 89511 Telephone: 775-688-1818 Fax: 775-688-1822
- Office of the Attorney General – Las Vegas
Grant Sawyer Building, 555 E. Washington Avenue Suite 3900, Las Vegas, NV 89101 Telephone: 702-486-3420 Fax: 702-486-3768.

Pursuant to SB70, Section 4 this notice was posted on January 31 at 4:00 PM at this location:

Lumos and Associates, 9222 Prototype Drive, Reno by Dale Doerr, Board Member _____.



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE BOARD MEETING

November 14, 2015

Voting Members in Attendance:

Cary Baird, President of the Board
Ryan Hansen
Sandra Antunez
Dale Doerr
Stan Southwick

Non-Voting Attendees:

Helen Wright
Danny Ortega
Erin Reisweg
Lindzay Green
Henna Rasul
Clair Lewis
Jack Zunino
Dan Hill

The agenda for this meeting was posted pursuant to SB70, Section 4 with documentation in writing that the minimum public notice requirement was achieved on November 9, 2015 prior to 9:00 AM in accordance with Nevada Revised Statute 241 in the following locations:

Stantec Consulting, Las Vegas
Lumos and Associates

Documentation of the posting is available upon request.

Minutes Transcribed by Helen Wright, Executive Director of the Board

Agenda Item	Discussion	Follow-Up
<i>1. Call to Order</i>		
a. Introductions of all Present b. Establish Quorum c. Approval of Agenda	The November 14, 2015 Nevada State Board of Landscape Architecture Board Meeting was called to order by the President of the Board, Dale Doerr at 9:50 AM. It is noted that the number of voting members present represented a quorum. Meeting attendees introduced themselves. The agenda was approved as presented.	Closed.
<i>2. Public Comment Period</i>		
	There were no public comments.	Closed.
<i>3. Standing Business</i>		
a. Review and Approve Meeting Minutes of August 15, 2015 b. Create Quarterly Newsletter/Web-site Updates and Articles	a. The minutes from the August 15, 2015 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. b. This item is a regular agenda item to be completed during upcoming Board Meetings. Dale Doerr will write an article about Frederic Law Armstrong, Jr. and the history of the Redwoods National Park which will be added to the web-site.	a. Post approved meeting minutes to the web-site. b. Ongoing.
<i>4. Old Business</i>		
a. Report on Landscape Architecture Program at UNLV	Danny Ortega of UNLV reported on the Landscape Architecture Program at UNLV with the following highlights: <ul style="list-style-type: none"> • Landscape Architecture student numbers are increasing with now 38 BLA declared majors. • There is currently not a post-graduate Landscape Architecture Program at UNLV. • Generally enrollment is down 11% nationwide due to cost of education vs. possible income upon graduation. • The program has applied for re-accreditation in 2016. • Mr. Ortega is marketing LA as a 4 year degree to Architecture students and outside of UNLV. 	Closed.

To be Approved During the 2-6-2016 Board Meeting

Agenda Item	Discussion	Follow-Up
<i>4. Old Business (cont.)</i>		
b. Continue Discussion on Implementing Continuing Education	<p>All members shared ideas on what public welfare means to them. Ideas mentioned were: general and mental well-being; better functioning community; environmental sustainment; public health, safety and well-being including improved health outcomes when out in nature on a daily basis.</p> <p>Dale Doerr and Ryan Hansen presented a flow chart to display the operations aspect of implementation of continuing education leading to further discussion during the meeting. Tasks and goals to develop a process were provided as listed below:</p> <ul style="list-style-type: none"> • All regulations will be reviewed by the Deputy Attorney General who will also provide standardization so that the Board stays consistent with other State of Nevada Commissions and Boards who require continuing education. • The NAC will need to be amended in order to implement and define the process for the accounting of continuing education provided by Registrants. • Complete all steps in implementation by 2017. 	Receive standard process for continuing education from Deputy Attorney General. Begin process for amending NAC. Complete by 2017.
c. Discuss Development of a Board One to Three Year Strategic Plan	<p>The Board agreed to set a road map to project direction over the next 3-year period. Other states in Region 5 have undergone a similar process. Board members brainstormed and came up with the following list of goals:</p> <ul style="list-style-type: none"> • Implement Continuing Education • Revise Nevada Administrative Code and Nevada Revised Statutes. • Utilize State of Nevada General Leger Suite for payments to the Board. • Identify and hire bookkeeper upon the retirement of Ann Rodewald. • Strengthen relationship with NASLA and other construction industry organizations (Engineer Board, Contractor Board, Architect Board and Nevada Landscape Association). • Prepare for 2017 Legislature. 	Ongoing.
<i>5. New Business</i>		
a. Effect of North Carolina State Board of Dental Examiners Case on State-Action Antitrust Immunity from the Sherman Act	Deputy Attorney Henna Rasul reported on the effect of North Carolina State Board of Dental Examiners Case on State-Action Antitrust Immunity from the Sherman Act.	Informational.

Agenda Item	Discussion	Follow-Up
<i>5. New Business (cont.)</i>		
b. Review Annual Audit Report	The report was reviewed by Board Members. There were no comments.	Closed.
<i>6. Enforcement</i>		
a. Recommend Close Cases 15-03 and 15-04	Members voted in favor of closing cases 15-03 and 15-04.	Closed.
<i>7. Council of Landscape Architecture Registration Board Report</i>		
a. Report on CLARB Annual Meeting	Sandra Antunez and Cary Baird provided a brief summary of the CLARB Annual Meeting.	Closed.
b. Appointment of Cary Baird to Region 5 Director	Members reviewed the CLARB press release announcing the appointment of Cary Baird to Region 5 director.	Closed.
c. CLARB Communique from Joel Albizo	Members reviewed the <i>Communique from Joel Albizo</i> which detailed the effect of North Carolina State Board of Dental Examiners Case on State-Action Antitrust Immunity from the Sherman Act previously discussed during the meeting.	Closed.
<i>8. Executive Director Report</i>		
a. Financial Update	<u>a. Financial Update:</u> The current bank account balance and accounting records are detailed in the financial reports included with this report. The balance to date is \$120,919.09 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 91.5 % of its projected income, and has spent only 45.9 % of its projected expenses. All invoices to this date have been paid.	

To be Approved During the 2-6-2016 Board Meeting

Agenda Item	Discussion	Follow-Up
<i>8. Executive Director Report (cont.)</i>		
b. Operations Update	<p><u>b. Operations Update:</u> An announcement from Annalyn Bo Carrillo from Governor Sandoval's office indicates that Boards and Commissions Officer Nikki Haag will handle future board appointments. She can be reached at (775) 684-5670 or by email: nhaag@gov.nv.gov. It is expected that appointments for this Board will be made by the end of 2015.</p> <p>Questions regarding a request to inspect or obtain copies of public records including a list all current license/permit/registration/certification holders, list of disciplined license/permit/registration/certification holders (for the last 2 years), list of persons denied license/permit/registration/certification (for the last 2 years), list of board, committee and/or commission members, and a list of employees with salary information were provided by Deputy Attorney General, Henna Rasul. Ms. Rasul recommends that the Board attend upcoming informational seminars offered by the Attorney General on this topic.</p> <p>Reports to State of Nevada:</p> <ul style="list-style-type: none"> • <i>Executive Order 2014-20</i> established the requirement for a baseline report for aggregate veteran data in Nevada in 2015. This requirement was fulfilled by adding appropriate questions to the registration application and the annual renewal application. The aggregate data was sent to the Nevada Department of Veterans Services on October 23, 2015. Going forward, data from new registrants will be provided on an <u>annual basis on November 1</u>. • The Board is required to submit to an <i>Annual Audit</i> which is due to be prepared and delivered to the Chief of the Budget Division of the Department of Administration before <u>November 30 of each year</u>. A draft of the report to be submitted before the required date follows. • <i>Reports to State of Nevada LCB and AB 463 Use of Consultants</i> are filed <u>July 1 and January 1 of each year</u>. The next filing will be January 1, 2016. • <i>Reports to the LCB Reports of Occupational Licensing Boards</i> due on the <u>last day of each quarter</u> will be filed following the November 14, 2015 meeting. • <i>Index and List of Licensees and/or Certificate Holders</i> is due <u>January 1 of each year</u>. The next filing will be January 1, 2016. • <i>SPOLR Report agencies that provide professional or occupational licenses must submit a list to the State Controller's Office (SCO) of licensees who renewed their license during that renewal period</i>. The SCO will use this list to match against the list of active debtors who owe the State of Nevada money. The report is due on <u>February 1 of each year</u>. 	.Ongoing.

Agenda Item	Discussion	Follow-Up
<i>8. Executive Director Report (cont.)</i>		
c. Registration Renewal Update d. Presentation and Approval of Candidates for Registration in the State of Nevada	<p><u>. Registration Renewal Update:</u> As of this date the following have been processed:</p> <ul style="list-style-type: none"> • 359 fees paid in full • 11 still outstanding (includes 2 with returned checks) • 8 to inactive • 2 candidates for registration are in process • 2 notifications from CLARB that candidates are eligible for registration/no application received. <p><u>d. Presentations and Approval of Candidates for Registration in the State of Nevada</u> The following have submitted an application and are seeking approval for Registration.</p> <p>951 Lindzay Green Registration by Examination-Pending Registration Fee \$250 952 Nicholas Hagan Registration by Reciprocity-Complete 953 Joanne Hironura Registration by Reciprocity-Complete 954 Timothy McQueen Registration by Reciprocity- Pending Registration Fee \$50 955 Erin Reiswerg Registration by Examination-Complete</p>	Candidates for Registration were approved as recommended.
<i>9. Public Comment Period</i>		
	Erin Reiswerg spoke on NASLA including advocacy of Landscape Architecture.	Closed.
<i>10. Next Meeting and Adjournment</i>		
	The next meeting is scheduled for February 6, 2016 and will be held in Southern Nevada. There being no further business to discuss, the meeting was adjourned at 1:30 PM.	Closed.

Respectfully Submitted By: Helen Wright
 Executive Director for the Board, Nevada State Board of Landscape Architecture

Approved By: Dale Doerr, President of the Board, Nevada State Board of Landscape Architecture

December 21, 2015

Dale Doerr, Board President
Nevada State Board of Landscape Architecture

Please accept this message as notice of my resignation from my position as Executive Director of the Nevada State Board of Landscape Architecture. My last day of employment will be June 30, 2016.

It has been a pleasure working with you and the Board over the last thirteen years. The Board is poised for continued growth and I wish all of you much success with all areas identified in the Strategic Plan.

I plan to help with the transition of my duties so that systems continue to function smoothly after my departure. I will help recruit and train my replacement and I will make certain that all reporting and records are updated before my last day of work. Additionally, I will make myself available past July 1, 2016 as a consultant charging appropriate hourly fees.

Dale thanks again to you and the Board for the opportunity to be a part of such a special Board. I wish all of you the very best and I look forward to staying in touch with you.

Helen Wright

Helen L. Wright, Executive Director



NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE

Officers

President	Dale Doerr
Secretary	Stanton Southwick
Public Member/Other	Melinda Gustin
_____	Amie Wojtech
_____	Ryan Hansen

Selection of Board Other Officers
CLARB Representative
Enforcement Representative
Outreach and Communications Representative

Field Investigation Officers.....	Ellis Antunez Clair Lewis Rich Shock Jack Zunino Kreg Mebust Donald Naquin Dan Hill Cary Baird
Deputy Attorney General.....	Henna Rasul
Outgoing Executive Director.....	Helen Wright

A Look at Upcoming "In the Know" Events

February: Regional Meetings

Regional meetings provide an excellent opportunity to engage with your peers, share trends you're seeing, and stay "in the know" about regulatory issues. **Keep an eye on your inbox** for details about your region's virtual meeting.

March 24: Mid-Year Review

Mark your calendar and plan to join CLARB leadership and staff on **Thursday, March 24 at 3:00 p.m. ET / 2:00 p.m. CT / 1:00 p.m. MT / Noon PT** for a mid-year review of CLARB's strategic and operational activities including:

- Board of Director decisions from the November 2015 and March 2016 meetings;
- Finances including the results of the 2015 audit;
- Key takeaways from the regional virtual meetings;
- A sneak peek at the Annual Meeting agenda;
- And more!

Access details will be provided closer to time.

BONUS EVENT on March 29: Social Media Virtual Workshop

During the "in the know" phone conference on Tuesday, January 26, members expressed interest in learning how to use social media to enhance their boards' communications efforts. Join us on **Tuesday, March 29 at 3:00 p.m. ET / 2:00 p.m. CT / 1:00 p.m. MT / Noon PT** to learn practical tips about what your Board can share via social media (hint: it's content you already have); how to efficiently develop, implement and execute a social media plan using free tools and only a small amount of staff time; and how to evaluate and refine your efforts. Plus, you'll develop and share your social media plan for the month of April! (Access details will be provided closer to time.)

About CLARB's "In the Know" Series

This series is designed to ensure that you are "in the know" about key issues, programs, activities and processes that are part of CLARB's work on behalf of you, our members. The events are prepared for your benefit and exclusive use and we respectfully ask that access information for these events not be shared with the public.

[Visit the "in the know" archive](#) to access recordings and documents from previous events including the January webcast, which featured the Oklahoma Board's unique approach to growing its licensee base.

FAQ's about Using the CLARB Community on Facebook

The [CLARB Community on Facebook](#) is a closed group for CLARB members and staff of related organizations such as ASLA and CELA that interact directly with CLARB. Previously used only for the Annual Meeting, this group is now available all the time for sharing regulatory news and events; requesting information and guidance from peers; and networking. We hope you find this group to be a great resource for interacting with your peers.

Here are some questions that you may have about the privacy of using Facebook for business.

How do I find the group?

You can easily find the group by searching Facebook for "CLARB Community."

How do I join the group?

Click "request to join group" and a CLARB staff member will approve your request after verifying that you're a CLARB member.

Can others see that I am part of the group?

Yes, anyone on Facebook can see that you are a part of the group, as well as the group's brief description, but that is all they can see.

Who can see what I post in the group?

Only members of the group can see what is posted on the group's page. Only members of the group will see this information in their news feed.

When someone shares something that I posted in the group, who can see it?

If a group member shares something from the group to his/her page, only group members who are friends with that individual will be able to see the shared post.

What can be shared from the group?

You can only share images, videos and external links. Regular text posts cannot be shared.

How will I know when someone has posted something to the group?

Depending on your Facebook notifications, you can receive an email notification when something is posted in the group, as well as a notification when you log into Facebook. To edit your notification settings for a group, go to the group page and click "notifications" in the right-hand corner of the group image. For notifications, you can choose between:

- All Posts: You'll get notifications any time members post in the group.
- Highlights: You'll get notifications for members' posts plus posts with lots of likes and comments.
- Friends' Posts: You'll get notifications whenever friends who are members of this group post.
- Off: You won't get notifications when anyone posts in this group.

There's much to learn from and share with your peers! [Join the discussion today!](#)

**NEVADA STATE BOARD OF LANDSCAPE ARCHITECTURE
EXECUTIVE DIRECTOR REPORT
February 6, 2016**

a. Financial Update:

The current bank account balance and accounting records are detailed in the financial reports included with this report. The balance to date is \$105,268.00 for all accounts. In reviewing the Profit & Loss Budget vs. Actual Report, it is apparent that the Board has received over 93% of its projected income, and has spent only 69.7% of its projected expenses. All invoices to this date have been paid.

b. Operations Update:

Reports to State of Nevada:

- *Executive Order 2014-20* established the requirement for a baseline report for aggregate veteran data in Nevada in 2015. This requirement was fulfilled by adding appropriate questions to the registration application and the annual renewal application. The aggregate data was sent to the Nevada Department of Veterans Services on October 23, 2015. Going forward, data from new registrants will be provided on an annual basis on November 1. **FILED**
- The Board is required to submit to an *Annual Audit* which is due to be prepared and delivered to the Chief of the Budget Division of the Department of Administration before November 30 of each year. A draft of the report to be submitted before the required date follows. **FILED**
- *Reports to State of Nevada LCB and AB 463 Use of Consultants* are filed July 1 and January 1 of each year. The next filing will be January 1, 2016. **FILED**
- *Reports to the LCB Reports of Occupational Licensing Boards* due on the last day of each quarter will be filed following the February 6, 2016 meeting. **NOW DUE**
- *Index and List of Licensees and/or Certificate Holders* is due January 1 of each year. The next filing will be January 1, 2016. **FILED**
- *SPOLR Report agencies that provide professional or occupational licenses must submit a list to the State Controller's Office (SCO) of licensees who renewed their license during that renewal period.* The SCO will use this list to match against the list of active debtors who owe the State of Nevada money. The next filing will be February 1, 2016. **FILED**

c. Registration Renewal Update:

As of this date the following have been processed:

- 365 fees paid in full
- 10 still outstanding (includes 2 with returned checks)
- 9 to inactive
- 3 candidates for registration are in process
- 3 notifications from CLARB that candidates are eligible for registration/no application received. (1 more only have transcripts)

d. Presentations and Approval of Candidates for Registration in the State of Nevada

The following have submitted an application and are seeking approval for Registration.

956	Barton	Cheryl	Registration by Reciprocity
957	Coleman	Shavawn	Registration by Examination-pending payment of \$325

Nevada State Board of Landscape Architecture

02/04/16

Profit & Loss Budget vs. Actual

Cash Basis

July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Income				
001 · Application Fees				
002 · LAIT (\$100)	0.00	0.00	0.00	0.0%
003 · LARE (\$175)	350.00	525.00	-175.00	66.7%
004 · Reciprocity (\$100)	1,000.00	1,500.00	-500.00	66.7%
Total 001 · Application Fees	1,350.00	2,025.00	-675.00	66.7%
010 · Exam Fees				
015 · Nevada Specific Exam (\$75)	1,050.00	1,350.00	-300.00	77.8%
Total 010 · Exam Fees	1,050.00	1,350.00	-300.00	77.8%
020 · Interest Income	2.50	25.00	-22.50	10.0%
030 · New Registration Fees				
031 · New Certificate Fee (\$25)	275.00	450.00	-175.00	61.1%
032 · New Licensee Fee - LARE (\$200)	0.00	600.00	-600.00	0.0%
033 · New Licensee Fee - Recipr (\$200)	2,050.00	3,000.00	-950.00	68.3%
034 · New Stamp Fee (\$25)	275.00	450.00	-175.00	61.1%
Total 030 · New Registration Fees	2,600.00	4,500.00	-1,900.00	57.8%
040 · Registration Renewal Fees				
045 · Duplicate Renewal License (\$25)	75.00	125.00	-50.00	60.0%
041 · Reinstatement Fee (\$300)	300.00	1,500.00	-1,200.00	20.0%
042 · Renewal Delinquency Fee (\$50)	900.00	1,000.00	-100.00	90.0%
043 · Renewal Fee LA (\$200)	70,550.00	72,000.00	-1,450.00	98.0%
Total 040 · Registration Renewal Fees	71,825.00	74,625.00	-2,800.00	96.2%
050 · Other Income				
Returned Check Fees (\$25)	0.00	0.00	0.00	0.0%
051 · Address Change (\$10)	420.00	450.00	-30.00	93.3%
053 · Electronic/Replacemt Stamp \$25	0.00	75.00	-75.00	0.0%
054 · Enforcement Revenue	0.00	0.00	0.00	0.0%
Total 050 · Other Income	420.00	525.00	-105.00	80.0%
Total Income	77,247.50	83,050.00	-5,802.50	93.0%
Gross Profit	77,247.50	83,050.00	-5,802.50	93.0%
Expense				
060 · Bank Charges	118.65	75.00	43.65	158.2%
070 · Board Expenses				
074 · Board Special Event	0.00	5,000.00	-5,000.00	0.0%
071 · Board Member Mtg Fee (\$130)	1,820.00	2,470.00	-650.00	73.7%
072 · Meals - Board Meetings	691.17	1,200.00	-508.83	57.6%
073 · Travel - Board Meetings	1,979.13	2,500.00	-520.87	79.2%
070 · Board Expenses - Other	0.00	0.00	0.00	0.0%
Total 070 · Board Expenses	4,490.30	11,170.00	-6,679.70	40.2%
080 · CLARB Affiliation Dues	5,485.00	5,485.00	0.00	100.0%
090 · CLARB Annual Meeting Expenses				
097 · Lodging	3,017.06	3,017.06	0.00	100.0%
095 · Meals	370.14	500.00	-129.86	74.0%
091 · Board Member Per Diem \$130	1,560.00	1,560.00	0.00	100.0%
092 · CLARB Representative Expenses	0.00	0.00	0.00	0.0%
093 · Annual Meeting Registration	3,325.00	3,325.00	0.00	100.0%
094 · Travel	2,043.09	2,043.09	0.00	100.0%
Total 090 · CLARB Annual Meeting Expenses	10,315.29	10,445.15	-129.86	98.8%
120 · NCIRC				
121 · Board Member NCIRC Mtg Fee \$130	0.00	0.00	0.00	0.0%
122 · Miscellaneous - NCIRC	0.00	0.00	0.00	0.0%
123 · Travel - NCIRC	0.00	0.00	0.00	0.0%
120 · NCIRC - Other	0.00	0.00	0.00	0.0%

Nevada State Board of Landscape Architecture

02/04/16

Profit & Loss Budget vs. Actual

Cash Basis

July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Total 120 · NCIRC	0.00	0.00	0.00	0.0%
130 · Office Expenses				
131 · Grasshopper Service	220.91	850.00	-629.09	26.0%
132 · DoIT Email & Web	599.26	1,200.00	-600.74	49.9%
133 · Miscellaneous Office Expense	0.00	0.00	0.00	0.0%
134 · NSBLA Stamp	470.32	340.00	130.32	138.3%
135 · Computer Updates & Maint	375.96	1,000.00	-624.04	37.6%
136 · Office Rent	3,600.00	3,600.00	0.00	100.0%
137 · Office Supplies	252.62	1,000.00	-747.38	25.3%
138 · Post Office Box Rent	0.00	128.00	-128.00	0.0%
139 · Postage & Delivery	40.25	300.00	-259.75	13.4%
140 · Printing & Reproduction	0.00	200.00	-200.00	0.0%
141 · Telephone & Fax Line	0.00	0.00	0.00	0.0%
Total 130 · Office Expenses	5,559.32	8,618.00	-3,058.68	64.5%
150 · Payroll Expenses				
151 · Enforcement Officer	300.00	1,000.00	-700.00	30.0%
152 · Executive Director	20,293.36	30,440.00	-10,146.64	66.7%
153 · Executive Director - Bonus	0.00	2,000.00	-2,000.00	0.0%
154 · Mileage	273.90	400.00	-126.10	68.5%
155 · Nevada Business Tax	0.00	150.00	-150.00	0.0%
156 · Payroll Penalties & Interest	0.00	150.00	-150.00	0.0%
157 · Payroll Taxes	2,206.76	0.00	2,206.76	100.0%
150 · Payroll Expenses - Other	13.70			
Total 150 · Payroll Expenses	23,087.72	34,140.00	-11,052.28	67.6%
160 · Professional Fees				
161 · Accountant	4,200.00	4,200.00	0.00	100.0%
162 · Bookkeeping	933.75	1,888.91	-955.16	49.4%
163 · Deputy Attorney General	2,237.90	5,000.00	-2,762.10	44.8%
164 · Legislative Bill Tracker	0.00	0.00	0.00	0.0%
165 · Legislative Counsel Bureau	0.00	0.00	0.00	0.0%
166 · 2017 Legislative Session	0.00	0.00	0.00	0.0%
167 · Liability Insurance	1,476.47	1,389.92	86.55	106.2%
168 · Temporary Office Help	0.00	238.02	-238.02	0.0%
Total 160 · Professional Fees	8,848.12	12,716.85	-3,868.73	69.6%
170 · Registration Renewal Expenses				
172 · Printing Renewal Forms	0.00	150.00	-150.00	0.0%
171 · Mailing Renewal Forms	0.00	250.00	-250.00	0.0%
Total 170 · Registration Renewal Expenses	0.00	400.00	-400.00	0.0%
Total Expense	57,904.40	83,050.00	-25,145.60	69.7%
Net Income	19,343.10	0.00	19,343.10	100.0%

Nevada State Board of Landscape Architecture

Balance Sheet

02/04/16

As of February 4, 2016

Cash Basis

	<u>Feb 4, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
CD 5219 - B of A	33,139.60
Checking 4998 - B of A	34,723.93
Petty Cash	287.42
Savings 8524 - B of A	37,117.05
Total Checking/Savings	<u>105,268.00</u>
Total Current Assets	<u>105,268.00</u>
TOTAL ASSETS	<u>105,268.00</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	633.51
Total Other Current Liabilities	<u>633.51</u>
Total Current Liabilities	<u>633.51</u>
Total Liabilities	633.51
Equity	
Opening Bal Equity	32,224.00
Retained Earnings	50,226.41
Net Income	22,184.08
Total Equity	<u>104,634.49</u>
TOTAL LIABILITIES & EQUITY	<u>105,268.00</u>