

Nevada State Board of Landscape Architecture
Quarterly Board Meeting Minutes
Via Video Conference
December 3, 2016

- Members Present: In Sparks: Dale Doerr, Melinda Gustin, Ryan Hansen.
In the Las Vegas: Stan Southwick, Amie Wojtech
- Staff Present: Call In: Henna Rasul, Senior Deputy Attorney General
In Las Vegas: Ellis Antuñez, Executive Director
- Public/Guests: None
- Call to Order: 9:52 AM by President, Dale Doerr, a quorum was established as all board members were present.
- Public Comment: None
- Minutes of May 14, 2016 Meeting: The minutes were approved; motion by Stan Southwick,
Second by Ryan Hansen
- Old Business: 4A Strategic Plan: 4A Strategic Plan: A discussion concerning the Strategic Plan, the materials presented from Dale and the California Landscape Architecture Technical Committee. The board discussed how to go about presenting it to the licensees, the workshop configuration and noticing the workshops. Wording of the strategic plan to be worked on by each board member and forwarded to Ellis. A timeline is still to be worked out for this workshop.
Motion made by: Melinda Gustin; Second: Stan Southwick.
Motion Passed. Motion Passed Unanimously.
- 4B Continuing Education (CE) was discussed. A time-line for the implementation of the workshops for presenting Continuing Education Implementation was discussed. There will be one in the Northern part of the state and one in the Southern part of the state. These will take place after July 1, 2017 in adherence to Legislative Council Bureau guidelines. A review of the wording presented in NAC 623 was reviewed with a couple of modifications: Replace architecturally, environmentally and ecologically on page 2 of hand-out with "Design Professions".
Motion: continue working on the overall structure of the wording for presentation at Workshops next year. Motion by Stan Southwick; second by Amie Wojtech. Motion Passed Unanimously.
- 4C After a brief discussion concerning the need for workshops on the subject of changing the wording in NAC 623A.505, 509 & 511 it was deferred to the next meeting.
- 5A Executive Director Report: Ellis Antuñez, presented total balance of all accounts as of December 1, 2016 a \$110,166.51 The number of current Registered Landscape Architects is 387, with 2 new licensees through CLARB reciprocity and one pending.
Discussion followed concerning the credit card that has not been forthcoming and that the Executive Director should discuss with the current

Nevada State Board of Landscape Architecture
Quarterly Board Meeting Minutes
Via Video Conference
December 3, 2016

bank about any problems. If not resolved, the Executive Director is directed to check into other banking institutions for a credit card and other services. **Motion** to approve financial report and authorize the Executive Director to check into other banking institutions if Credit Card situation is not resolved: made by Melinda Gustin; Seconded by Ryan Hansen. Motion Passed Unanimously..

5C A review and discussion of the audit report from SchettlerMacy & Associates, Certified Public Accountants followed. No discrepancies or problems were reported in the audit. Copies have been sent to the Legislative Council Bureau Audit Division and the Governor's Budget Office for Review.

5D A report on the Nevada Open Government Training followed with a recommendation that next year when this is offered, in October, that the board members attend as there are new items that may be added during this upcoming legislative session.

5E A discussion of fees and inquires by firms concerning registering firms. As Nevada does not require the registration of firms only registering licensees to practice Landscape Architecture it was concluded not to pursue this.

Concerning fees in NAC 623A, it was discussed that the board loses money on certain items, specifically the registrant's stamp. NAC 623.240 allows for "the Board to charge and collect a fee for expedited processing of a request or for any other incidental service it provides. The fee must not exceed the cost incurred by the Board to provide the service." As the registrant's stamp and shipping cost to the board is more than is charged, the fees to recuperate these costs will be added in the future. **Motion** by Melinda Gustin; Second by Stan Southwick Motion. Passed Unanimously.

A Lunch Recess was called at 12:05PM

The Meeting Reconvened at 1:20PM

5F A discussion of the board sending someone to the Federation of Regulatory Board (FARB) Forum/Conference in January followed. **Motion** to Send the Executive Director was made by Melinda Gustin; Seconded by Ryan Hansen. Motion Passed Unanimously.

5G The letter from Public Works Division, Buildings and Grounds Section concerning "Opting Out" of Leasing Services was read. **Motion** by Ryan Hansen; Seconded by Melinda Gusting to send a letter to signify that the L.A. Board will "Opt Out" of the services. Motion Passed Unanimously.

Nevada State Board of Landscape Architecture
Quarterly Board Meeting Minutes
Via Video Conference
December 3, 2016

6A The following Officers were elected for 2017:

President: Dale Doerr **Motion:** Ryan Hansen; Second Stan Southwick
Secretary: Ryan Hansen **Motion:** Melinda Gustin; Second Amie Wojtech
CLARB Representative: Stan Southwick **Motion:** Melinda Gustin;
Second Ryan Hansen
Outreach: In the North Melinda Gustin & In the South Amie Wojtech:
Motion: Ryan Hansen; Second Stan Southwick
All Motions Passed Unanimously.

6B The Board joining FARB was discussed and after considering that CLARB is a member and there is not enough information concerning the benefits other than a reduction in cost to attend the Forums and conferences, it was determined to Opt out at this time until further information can be brought forward.

6C The Board Discussed the current Nevada Specific Exam. New questions are to be added and editing of those current questions that are confusing as written. The Executive Director to review these, make corrections and add questions from existing bank along with questions from the Board Members on current subjects relating to Landscape Architecture. The object is to have two (2) different exams that can be sent out. No motion was taken.

7A 1) Stan Southwick reported on the CLARB Annual meeting that was held in Philadelphia, PA on September 22 through 25 2016. Stan mentioned the round table discussions on Strategic Planning and the Model Law that is being worked on. Stan mentioned that there are presentation papers and power points available on these and other subjects that were covered. These will be sent out to the Board for information and review

2) Three locations for upcoming meetings were mentioned: Boise, ID in 2017, Toronto, Ontario 2019 and New York in 2020. Specific Dates not set.

3) Nominations are now open for CLARB Board of Directors, the Board will nominate Cary Baird for Treasurer. Ellis will contact Cary. **Motion** by Melinda Gustin; Second by Ryan Hansen. Motion Passed Unanimously.

8A Ms. Shan Cai was approved for to sit for the LARE as a candidate from the State of Nevada: **Motion** by Ryan Hansen; Second by Stan Southwick. Motion Passed Unanimously.

9. Topics for future meetings were discussed: Continue with Continuing Education discussion concerning wording to be presented. Strategic Plan to be kept on agenda for discussio. Review of Nevada Specific Exam. CLARB report on Webinars. FARB Report by Executive Director.

Nevada State Board of Landscape Architecture
Quarterly Board Meeting Minutes
Via Video Conference
December 3, 2016

10. The following dates for 2017 meetings were discussed:
 - February 24, 2017 in Las Vegas Area
 - June 9, 2017 in Reno Area
 - August 24 in Reno Area
 - December 1, 2017 in Las Vegas Area
11. Public Comment Period: None
12. Adjournment: 2:31PM

Respectfully Submitted,

Ellis L. Antuñez, fasla
Executive Director
12-05-2016