

BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING OF THE BOARD

DATE 22 February 2011

**PLACE 1511 Pontiac Avenue, Building 68-1 Conference Room,
Cranston, RI**

**MEMBERS PRESENT Chairman John Carter, Vice Chair Sara
Bradford, Secretary Steven Pilz**

**MEMBERS ABSENT Board Members Michael Dowhan and Scott
Millar**

**OTHERS PRESENT Ms. Christina M. Styron, Administrative
Assistant**

Mrs. Lois A. Marshall, Administrative Assistant

**AGENDA ITEM 1 Chairman Carter called the meeting to order at 2:15
PM.**

Call to Order

AGENDA ITEM 2 Vice Chair Bradford made a motion, seconded by

Secretary Pilz, to approve the

Approval of Minutes Regular and Executive Session minutes of the 23 November 2011 meeting with a

revision on Agenda Item 7 on the Regular minutes, the Workshop Minutes of 20

December 2011 and the Regular Minutes of the 1 February 2012 meeting . The

motion was passed; three in favor. Voting in favor were Chairman Carter, Vice

Chair Bradford, and Secretary Pilz. Messrs. Dowhan and Millar were absent from

this vote.

AGENDA ITEM 3 Because of the nature of the following items, Vice Chair Bradford made a

Executive Session motion, seconded by Secretary Pilz, to hold an Executive Session

according to Section 42-46-5a of the Rhode Island General Laws, for sessions or

work sessions pertaining to collective bargaining or litigation under Section 42-46-

5(a)(2) and for investigative proceedings regarding allegations of civil or criminal

misconduct under Section 42-46-5(a)(4) and the motion was passed at 2:20 PM;

three in favor. Voting in favor were Chairman Carter, Vice Chair

Bradford, and

Secretary Pilz. Messrs. Dowhan and Millar were absent from this vote.

Chairman Carter made a motion, seconded by Vice Chair Bradford, to seal the executive session and record the votes taken in executive session pursuant to RIGL §42-46-4 and §42-46-5. The motion was passed; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, and Secretary Pilz. Messrs. Dowhan and Millar were absent from this vote.

Chairman Carter made a motion, seconded by Vice Chair Bradford, pursuant to RI General Law §42-46-4 that the Board defer disclosure of all votes in executive session until such time as such disclosure would not jeopardize any strategy, negotiation, or investigation undertaken concerning RI General Law §42-46-5(a). The motion was passed; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, and Secretary Pilz. Messrs. Dowhan and Millar were absent from this vote.

Record of Votes Taken in Executive Session

Executive Agenda Item #3.1. – Disclosure deferred.

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Executive Agenda Item #3.2. – Disclosure deferred.

Executive Agenda Item #3.3. – Disclosure deferred.

Adjournment Chairman Carter made a motion, seconded by Vice Chair Bradford, to come

out of Executive Session and reconvene to an open meeting pursuant to

RIGL §42-46-4. The motion was passed; three in favor. Voting in favor

were Chairman Carter, Vice Chair Bradford and Secretary Pilz at 2:57 PM. Messrs.

Dowhan and Mr. Millar were absent from this vote.

In Executive Session open matters (3), there were 3 votes taken. In Executive Session closed matters, there were 0 votes taken.

End of record of votes taken in Executive Session

AGENDA ITEM 4 1. CLARB December 2011 and January 2012 Member Board E-News were Correspondence received.

2. A request for registrants' names and addresses in digital format was received from CLARB. They are requesting this in order to "survey and communicate with licensees to test promotional messaging and materials over the next six months". The Board instructed Ms. Styron to inform CLARB that it is the Board's decision to not provide the requested list.

3. A report of CLARB December 2011 L.A.R.E. examinees scores was received.

AGENDA ITEM 5 a. Rules & Regulations

Old Business

Vice Chair Bradford will try to reserve a room at RISD to schedule another workshop on 6 March 2012. She will advise Ms. Styron so that the workshop can be posted.

b. Legislation

Board Member Scott Millar notified the Board's office this morning that Senate bill 2619 was introduced which would remove the requirement that one member of this Board be from the RIDEM and that four members rather than three must be registered landscape

architects.

c. Miscellaneous

1. PLA designation – Chairman Carter will draft a Board position statement which will be sent to CLARB and ASLA and be posted on our website.

2. Ms. Styron contacted CLARB regarding foreign registration and electronic stamping and is waiting for a response.

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AGENDA ITEM 6 a. Miscellaneous

New Business

1. Informational Bulletin

The Board will continue to work on drafting a new Informational Bulletin to Cities and Towns.

b. The next Board meeting is scheduled for 28 March 2012.

AGENDA ITEM 7 LA applications

Applications–LA & COA

The Board reviewed the following Reciprocity application:

Donna Lilborn (CT)

Vice Chair Bradford made a motion, seconded by Chairman Carter, to approve Ms. Lilborn’s reciprocity application with no further examination required. The motion was passed; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, and Secretary Pilz. Messrs. Dowhan and Millar were absent from this vote.

The Board reviewed the following application for initial registration:

Megan Gardner

Vice Chair Bradford made a motion, seconded by Chairman Carter, to approve Ms. Gardner’s application for initial registration. The motion was passed; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, and Secretary Pilz. Messrs. Dowhan and Millar were absent from this vote.

COA applications

The Board reviewed the following initial COA applications:

Kristin Kaczmarek applying as exempt from the COA

The Board reviewed the following reinstatement COA application:

SMRT, Inc. listing Richard Webb in responsible charge

The Board reviewed the following amended COA applications:

Gardner & Gerrish, LLC adding Megan Gardner as a person in responsible charge

along with existing person in responsible charge, Timothy Gerrish

CDM Smith, Inc. (formerly Camp, Dresser & McKee, Inc.) listing Kimberly Jarvis and John Kissida, Jr. as the persons in responsible charge.

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Vice Chair Bradford made a motion, seconded by Chairman Carter, to approve the above listed COA applications. The motion was passed; three in favor. Voting in favor were Chairman Carter, Vice Chair Bradford, and Secretary Pilz. Messrs. Dowhan and Millar were absent from this vote.

ADJOURNMENT Vice Chair Bradford made a motion, seconded by Chairman Carter, to adjourn at

3:43 PM. The motion was passed; three in favor. Voting in favor were Chairman

Carter, Vice Chair Bradford, and Secretary Pilz. Messrs. Dowhan and Millar were

absent from this vote.

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