

# OREGON STATE LANDSCAPE ARCHITECT BOARD (OSLAB)

## \*\*\*AGENDA\*\*\* QUARTERLY MEETING

February 11, 2016  
Conference Room "A", 2<sup>nd</sup> Floor,  
Association Center, 707 13<sup>th</sup> St. SE, Salem, OR 97301

Board meetings are public meetings. However, the Board may enter Executive Session for the purpose of considering records or information exempt from disclosure by law as authorized under ORS 671.338, 192.660(2) or ORS 192.501. The public will not be allowed to participate in Executive Session. The Board will not make any final decisions in Executive Session.

Minutes from this meeting will be posted on the Board's website after the minutes are approved at the next quarterly meeting of the Board.

### Projected Schedule\*

*\*Start and end times are staff estimates and subject to change by the Board Chair at the meeting.*

1. **OPEN MEETING (9:00 AM)\*** Ray
  - a. Roll Call
  - b. Introductions/Welcome Guests
  
2. **AGENDA REVIEW** Ray
  
3. **MINUTES** Ray
  - a. Review/approve public session minutes: Nov. 12, 2015
  - b. **\*\*Executive Session\*\*** - Review/approve executive session minutes: Nov. 12, 2015
  
4. **CONSENT AGENDA** *L'Amoreaux/Everhart/Valentine*
  - a. Quarterly Licensure Review Report: approvals issued
  - b. Quarterly Continuing Education Audit Report: audit findings & recommendations
  - c. Quarterly Payment Log: debits, checks
  
5. **ADMINISTRATIVE MATTERS** Valentine
  - a. Administrator's Narrative Report
  - b. Quarterly Budget Update
  - c. Quarterly Renewal History Update
  - d. Registrant Demographics

*~15 min. break (estimated @ to 10:30)*

  - e. **\*\*Executive Session\*\*** Review of Legal Advice, Administrative Issues
  
6. **GOALS/STRATEGIES CHECK-IN** Ray/All
  - a. **\*\*Executive Session\*\*** Review of Legal Advice, Statutory Interpretation
  - b. Action items (if any)

7. **CORRESPONDENCE** *Ray/Valentine*
8. **PUBLIC COMMENT** *Ray*

*Lunch Break/Working Lunch Possible (estimated @ 12:00 PM – 12:30 PM)*

9. **COORDINATOR/COMMITTEE REPORTS**

- a. **ADMINISTRATIVE RULES** *O'Brien/Valentine*
- i. Review/Confirm 2016 Project List
  - ii. Update on Active Rule Projects: Continuing Education, Business Registration
  - iii. Update on Possible Rule Projects: Definitions

- b. **COMPLIANCE** *Smith/White*
- i. New complaints/open investigations **\*\*Executive Session\*\***
  - ii. Motions (if any)
  - iii. Other updates (if any)

*~15 min. break anticipated (estimated @ 2:30-2:45 PM)*

- c. **CONTINUING EDUCATION** *Everhart*
- i. Audits Not Included in Consent Agenda (if any)
  - ii. Random Drawing for Next Audits
  - iii. Other updates (if any)

- d. **BUDGET/INVESTMENT** *Olsen/Valentine*
- i. Financial Review/Biennial Report
  - ii. Financial Planning (Reserve/Fee Tracking)
  - iii. Transition of Treasurer Duties

- e. **LIAISONS:**
- i. Liaison report: Oregon Board of Architect Examiners *L'Amoreaux*
  - ii. Liaison report: Oregon Landscape Contractors Board *Ray/O'Brien*
  - iii. Liaison report: American Society of Landscape Architects *Ray*

10. **ORAL EXAM** **\*\*TIME CERTAIN 3:30\*\*** *All*

11. **NEW BUSINESS/ANNOUNCEMENTS** *All*

- a. Univ. OR Invitation – Construction Drawing Student Studio
- b. ASLA Colorado Public Welfare Research Study

12. **ADJOURNMENT (4:30 PM\*)**