

# ALABAMA BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

## **MINUTES** **Board Meeting** **October 29, 2024**

The Alabama Board of Examiners of Landscape Architects met on Tuesday, October 29, 2024, at the Board's office located at 2777 Zelda Road in Montgomery, Alabama to conduct regular business of the Board. The following members were in attendance: Mr. Chad Watkins (Board Chair) and Ms. Julie Stephens (Vice Chair) and Ms. Lea Ann Macknally (member). Others in attendance were Mr. Keith Warren (Executive Director), Mr. Hunter Sims (Board Legal Counsel), Ms. Leah Cochrane (Licensing Specialist), Mr. Brannon Littleton (CFO attending virtually) and Ms. Renee' Reames (recording secretary). Chairman Watkins called the meeting to order at 10:06 a.m. Mr. Warren called Board member roll and he announced that a quorum of the members was present to conduct business.

Public notice of this regularly scheduled meeting was published on the Secretary of State's web site at [www.sos.alabama.gov](http://www.sos.alabama.gov) in accordance with the requirements of the Alabama Open Meetings Act and advertised on the Board's web site at [www.abela.alabama.gov](http://www.abela.alabama.gov). A webinar was held preceding the meeting to provide information on proposed upcoming legislation supported by Board.

### Approval of Agenda

Chairman Watkins presented for Board approval the agenda for the October 29, 2024 meeting. A copy of the agenda was provided to the members prior to the meeting for their review.

MOTION: Ms. Macknally made a motion to approve the October meeting agenda as presented. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

### Approval of Minutes

Chairman Watkins presented for Board approval a copy of the March 12, 2024 minutes from the regular meeting. A copy of the minutes was provided to the members prior to the meeting for their review. Ms. Stephens presented corrections to typographical errors on pages 1 and 3 of the minutes.

MOTION: Ms. Stephens made a motion to approve the March regular meeting minutes as corrected. The motion was seconded by Ms. Macknally and unanimously approved by the Board.

## **REPORTS**

### Board Chair Report

Chairman Watkins indicated that he had no report at this time.

### Executive Director's Report

Mr. Warren presented the Executive Director's Report. He reported on the number of licensees (#318) as of October 11, 2024, and indicated that no complaints had been received in the current fiscal year (FY) 2025 nor in FY 2024. Other activities performed by staff since the last Board

meeting held in March were also reviewed (copy available in the Board's official Book of Minutes). He reminded the members that renewal of licenses would begin November 1, 2024.

He reported that new photos of projects had been updated on the Board's website and would be selected for the Board's updated brochure. Mr. Warren distributed a copy of the Board's current brochure and asked for any material updates to be sent to him.

#### Financial Report

Mr. Littleton presented the financial activities of the Board for the period ending September 30, 2024 (copy available in official Book of Minutes). He reviewed the expenditures and revenue for FY 2024, along with pending expenditures to be paid, which included supportive financial transactions. A comparison of expenditures and revenue from FY 2021 through FY 2024 was presented, with a projected budget for FY 2025 that indicated a positive cash balance.

MOTION: Ms. Macknally made a motion to accept the financial report as presented. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

Mr. Warren inquired about Zoom access to the meetings.

MOTION: Ms. Macknally made the motion to make available Zoom access with the condition that the Board be notified in writing two (2) weeks prior to the meeting date about attending the meeting virtually. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

#### Legal Counsel's Report

Mr. Sims reported on the auditing of licensing files for CE compliance and discussed amending the Continuing Education rule to include the percentage of licensees to be audited during a renewal period. Mr. Warren explained that the CE audit process was incorporated into the online renewal process. Mr. Sims presented an amendment to the Continuing Education rule for the Board's consideration (copy available in the official Book of Minutes).

MOTION: Ms. Macknally made the motion to approve the Continuing Education rule with the audit amendment. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

Chairman Watkins asked the CE Committee to consider and recommend to the Board allowing a continuing education credit, retroactively, for licensees attending the webinar held on October 29, 2024, concerning the proposed uniform standard legislation.

#### CLARB Update

Ms. Macknally reported on the CLARB annual meeting held in Buffalo, New York, in September. She reported that the sessions and the proposed bylaw changes to eliminate territories, which would be voted on at the 2025 CLARB meeting.

#### **OLD BUSINESS**

##### Continuing Education Review Committee

Ms. Macknally reported that the CE Committee had elected Mr. Bonner Lee as committee chairman and recommend the Board approve Ms. Kimberly Unruh as the new CE Committee member. She commented on the Committee support of CLARB's model CE standard, and recommended the Board consider modifying its CE requirements, which would result in a reduction in CE hours for renewal of license. Ms. Macknally reported that she would email a copy of the CLARB model

standard to the Board. The Board consider hosting another webinar on Board CE rule changes.

MOTION: Ms. Macknally made the motion that the Board pursue including the CLARB model CE standards in the Board's rules. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

MOTION: Ms. Macknally made the motion to ratify the approval of Ms. Kimberly Unruh as a member of the Board's CE Committee. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

#### Discussion of Proposed Legislation

Mr. Warren reminded the Board of the proposed legislation and sponsorship presented during the 2024 Legislative Session. He reported that the proposed legislation could be pre-filed once sponsors were obtained and recommended that the proposed legislation be posted on the Board's website after the bill had been placed on the Legislative agenda. The Board discussed obtaining letters of support from various organizations.

Ms. Macknally reported that she would create a list of talking points about the legislation's proposed changes to the statute.

The Board also discussed the continued opposition to the consolidation of professional licensing boards and the obstacles to licensure.

#### NEW BUSINESS

##### 2025 Board Meeting Schedule

Chairman Watkins presented a list of 2025 Board meeting dates for the Board's approval. It was the consensus of the Board to have a special meeting on January 21, 2025 to approve the proposed legislative changes to present in the 2025 Legislative Session and to have a regular business meeting on March 18, 2025. Chairman Watkins indicated that deciding on the fall meeting date would be deferred to the March meeting.

Other meetings announced were the ASLA meeting on October 10-13, 2025 in New Orleans and the CLARB meeting on September 17-19, 2025 in Lexington, Kentucky.

##### Annual Election of Board Officers

MOTION: Ms. Macknally made the motion that the Board officers remain the same with Mr. Watkins as Board Chair and Ms. Stephens as Board Vice Chair. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

##### Approval of Applications & License Ratification

Chairman Watkins presented a list of new licensees for the Board's approval and called for a motion to ratify approval of issuing of new licenses:

- Ms. Macknally moved to ratify approval of licensee #965. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #966. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.

- Ms. Macknally moved to ratify approval of licensee #967. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #968. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #969. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #970. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #971. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #972. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #973. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #974. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #975. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #976. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #977. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #978. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #979. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #980. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #981. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #982. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.

#### ANNOUNCEMENTS AND OTHER BUSINESS

Mr. Warren commented on discussions with the Sunset Committee and suggested that the licensees be notified of Board vacancies and terms and be advised on how to apply to Governor Ivey to indicate interest to serve on the Board, and the Board agreed.

#### ADJOURNMENT

There being no further business of the Board, Ms. Macknally made the motion that the meeting be adjourn and Ms. Stephens seconded the motion. The motion was unanimously approved by the Board and Chairman Watkins adjourned the meeting at 11:08 a.m.

Respectfully Submitted,

Chad Watkins  
*Board Chair*

Keith E. Warren  
*Executive Director*

/rr \_\_\_\_\_ Minutes Approved on \_\_\_\_\_