MINUTES
Board Meeting
July 29, 2025

The Alabama Board of Examiners of Landscape Architects met on Tuesday, July 29, 2025, 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 attending virtually) and Ms. Lea Ann Macknally (member). Others in attendance were Mr. Hunter Sims (Board Legal Counsel), Ms. Leah Cochrane (Licensing Specialist), and Ms. Renee' Reames (recording secretary). Chairman Watkins called the meeting to order at 10:17 a.m. Chairman Watkins 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 in accordance with the requirements of the Alabama Open Meetings Act and advertised on the Board's web site at www.abela.alabama.gov.

Approval of Agenda
Chairman Watkins presented for Board approval the agenda for the July 29, 2025 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 July meeting agenda as presented. The motion was seconded by Ms. Stephens and, following a roll call vote, the motion was unanimously approved by the Board.

Approval of Minutes
Chairman Watkins presented for Board approval a copy of the March 18, 2025 minutes from the regular meeting. A copy of the minutes was provided to the members prior to the meeting for their review.
MOTION: Ms. Macknally made a motion to approve the March regular meeting minutes as presented. The motion was seconded by Ms. Stephens and, following a roll call vote, the motion was unanimously approved by the Board.

REPORTS
Board Chair Report
Chairman Watkins indicated that he had no report at this time.

Executive Director's Report
Ms. Reames presented the Executive Director's Report on behalf of Mr. Warren, who was unable to attend the meeting. She reported on the number of licensees (#317) as of July 28, 2025, and indicated that no complaints had been received in the current fiscal year (FY) 2025 nor during FY 2024 (report available in the Board's official Book of Minutes).

Financial Report

Ms. Reames presented the financial activities of the Board (report available in the Board's official Book of Minutes). She reported on revenue and expenditures during the period of October 1, 2024 through July 28, 2025, and reported a positive cash balance. The total expenditures by categories compared to budget was presented, along with projected expenditures for the remainder of the year and a positive cash balance was projected for year-end. The Board discussed the use of Board funds to benefit the licensees, e.g., sponsoring CE seminars at no charge to the licensees, public awareness concerning required licensure and completed projects.

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

Legal Counsel's Report

Mr. Sims indicated that he would present his report later in the meeting under Old Business concerning review of Board rules.

ASLA Alabama Update

Ms. Macknally indicated that she had no additional report concerning ASLA. She commented on the list of expired licenses presented at the last Board meeting. She mentioned a potential scheduling conflict for the October Board meeting.

CLARB Update

Ms. Macknally reported that the CLARB annual meeting was scheduled in September in Lexington, Kentucky. Chairman Watkins indicated that he planned to attend.

Continuing Education Committee Report

Ms. Macknally reported that the CE committee has requested a virtual meeting platform for the members to review audited CE documents. She reported that the audits review process was pending and Board discussion was deferred to the next Board meeting.

OLD BUSINESS

Review of Board Rules – Expiration Date of Licensure, Continuing Education and CE Audit Process

Mr. Sims presented proposed changes to Rule 500-X-2-.15 Renewals and Expirations. The Board discussed changing the license renewal period. He also presented changes to Rule 500-X-2-.08 Fees-Payment-Receipt, and referred to the Board's statute 34-17-7 concerning penalties and injunctive relief for violations of working without a license. Chairman Watkins deferred the matter to the next Board meeting to allow time for the Board to review the proposed rule changes.

The Board discussed reducing the number of professional development hours (PDH) required each year from 16 hours to 12 hours. Mr. Sims indicated that he would review Rule 500-X-2-.14 Continuing Education concerning changes.

NEW BUSINESS

CLARB Election and Credentialed Voting Delegate

Ms. Macknally reported that the CLARB leadership elections were scheduled at the upcoming annual meeting for President Elect, Treasurer, CLARB board member slots and for the leadership advisory council. Ms. Macknally reported that CLARB required a letter of delegate credentials for voting naming the Board delegate.

MOTION: Ms. Macknally moved that Ms. Stephens serve as the Board's voting delegate for the CLARB leadership elections. The motion was seconded by Ms. Stephens and, following a roll call vote, the motion was unanimously approved.

Ms. Macknally also reported that changes were being proposed concerning CLARB's Bylaws and a Board delegate was needed to vote on changes.

MOTION: Ms. Macknally made the motion that Mr. Watkins serve as Board delegate to vote on CLARB's Bylaw changes. The motion was seconded by Ms. Watkins and, following a roll call vote, the motion was unanimously approved. Ms. Macknally reported that the CLARB session was scheduled virtually on August 12, 2025.

Approval of New Licenses: Ms. Reames presented a list of new licenses as of July 28, 2025.

- Ms. Stephens moved to ratify approval of licensee #988. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Stephens moved to ratify approval of licensee #989. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Stephens moved to ratify approval of licensee #990. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Stephens moved to ratify approval of licensee #991. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Stephens moved to ratify approval of licensee #992. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Stephens moved to ratify approval of licensee #993. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Stephens moved to ratify approval of licensee #994. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Stephens moved to ratify approval of licensee #995. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Stephens moved to ratify approval of licensee #996. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Stephens moved to ratify approval of licensee #997. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.
- Ms. Stephens moved to ratify approval of licensee #998. The motion was seconded by Ms. Macknally. Following a roll call vote, the motion was unanimously approved by the Board.

Next Board Meeting Date:

The Board tentatively agreed to meet on October 7, 2025 at the Board's office in Montgomery. Chairman Watkins requested that the members be polled about meeting on October 7th or any other dates convenient for the members.

ANNOUNCEMENTS AND OTHER BUSINESS
Chairman Watkins called for other business and there was none.

ADJOURNMENT
There being no further business of the Board, Ms. Macknally made the motion that the meeting be adjourned. Ms. Stephens seconded the motion and, following a roll call vote, the motion was unanimously approved by the Board. Chairman Watkins adjourned the meeting at 11:52 a.m.

Respectfully Submitted,

Chad Watkins
Board Chair

Keith E. Warren
Executive Director

/rr____Minutes Approved on ____