MINUTES
Board Meeting
October 31, 2025

The Alabama Board of Examiners of Landscape Architects met on Friday, October 31, 2025, at the Board's office located at 2740 Zelda Road, third floor, in Montgomery, Alabama to conduct regular business of the Board. The following members were in attendance: Mr. Chad Watkins (Board Chair), Ms. Julie Stephens (Vice Chair attending virtually) and Ms. Lea Ann Macknally (member). Others in attendance were Keith Warren (Executive Director), 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 10:10 a.m. Chairman Watkins called Board member roll and 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 October 31, 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 October 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 July 29, 2025 meeting minutes. A copy of the minutes was provided to the members prior to the meeting for their review.
MOTION: Ms. Stephens made a motion to approve the July regular meeting minutes as presented. The motion was seconded by Ms. Macknally and, following a roll call vote, the motion was unanimously approved by the Board.

REPORTS

Board Chair Report

Chairman Watkins commented on the good CLARB meeting he attended in Lexington, KY.

Executive Director's Report

Mr. Warren presented the Executive Director's Report (report available in the Board's official Book of Minutes). He reported on the number of active licenses (#324) as of October 29, 2025, which included 5 new licenses issued since the last Board meeting. He indicated that no complaints had been received in fiscal year (FY) 2025 nor in the prior fiscal year. He reminded the members that renewal of licenses for the next calendar year would be open as of November 1, 2025.

Financial Report

Ms. Warren presented the financial activities of the Board (report available in the Board's official Book of Minutes). He reviewed the revenue and expenditures during FY 2025 and reported a positive cash balance at year-end. The total expenditures by categories compared to budget were presented.

The Board discussed the CLARB fee increase and Ms. Macknally indicated that CLARB offered fee reduction credits for Board service on CLARB committees if the Board wished to consider taking advantage of the CLARB benefit. Mr. Warren indicated that he would have further information to report at the next Board meeting.

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 other business.

ASLA Alabama Update

Ms. Macknally indicated that she had no additional report concerning ASLA at this time.

CLARB Update

Ms. Macknally reported on the CLARB election of officers and indicated that the CLARB staff was available to assist the Board with the implementation of CLARB's Uniform Licensure Standard.

Continuing Education Committee Report

Ms. Macknally reported that the CE audits review process was pending establishing a virtual platform for members to share documents. Mr. Warren reported that he was working with the State OIT on securing a platform.

OLD BUSINESS

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

The Board discussed revising the licensure period when renewing licenses.

Rule 500-X-2-.15 Renewals and Expirations: Mr. Sims presented proposed changes to Rule 500-X-2-.15(2) to include changing the licensure period to state February 1 to January 31 and after March 15, a reinstatement of an expired license under statutory requirements that were currently in effect at reinstatement. The Board discussed the licensing period currently stated as January 1 to December 31 and the potential effective date of the amended Rule, to affect the next renewal period for 2027.
MOTION: Ms. Macknally made the motion to approve the amendments to Rule 500-X-2-.15 as discussed related to the new licensure period of February 1 to January 31. The motion was seconded by Ms. Stephens, and following a roll call vote, the motion was unanimously approved by the Board.

Rule 500-X-2-.08 Fees – Payment, Receipts: Mr. Sims presented proposed changes to Rule 500-X-2-.08 to include removing sections (6) and (7). Also discussed was removing reference to the Certificate of Authorization in section (2) in accordance with the Board's statute.
MOTION: Ms. Macknally made the motion to approve the changes to Rule 500-X-2-.08 as discussed in accordance with a new licensure period and repealing section (2) pertaining to Certificate of Authorization as discussed. The motion was seconded by Ms. Stephens and, following a roll call, the motion was unanimously approved by the Board.

Rule 500-X-2-.14 Continuing Education: Mr. Sims presented proposed changes to Rule 500-X-2-.14 inserting new section (14) concerning audit of renewals to ensure compliance with continuing education requirements and requiring renumbering of the sections of the Rule that followed the insert. The Board discussed removing reference to the carryover CE hours and reducing the CE requirements from 16 hours to 12 hours in section (4)(a) pertaining to professional development (PDH). Also removing the word "essentially" in section (11) and changing to read non-resident registrant.
MOTION: Ms. Macknally made the motion to amend Rule 500-X-2-.14 to align with CLARB model standards for continuing education, to include audit of CE compliance, change to 12 PDH and clarity regarding expiration of license. The motion was seconded by Ms. Stephens and, following a roll call vote, the motion was unanimously approved by the Board.

The Board further discussed a disciplinary process for late submission of continuing education at the time of license renewals and reviewed §34-17-24 of the Board's statute.

The Board also discussed developing a written process for late compliance when renewing licenses, referring to § 34-17-7 of the Board's statute concerning penalties and injunctive relief for violations of working without a license. Also discussed was to include an affidavit of compliance for the licensee to sign during the license renewal process. 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 developing a similar written procedures concerning the CE audit process. Chairman Watkins deferred further discuss of this matter to the next Board meeting.

Ms. Sims indicated that he would make the approved changes to the Rules for publication and public comment.

Proposed Board Legislation
The Board discussed securing sponsorship of the Board's proposed legislation and the Board reviewed prior proposed legislation HB594, and no additional changes were recommended.

The Board discussed the fees for initial licensure to include application fee, supplemental examination administration, license, and original certificate and no additional changes were recommended.

Annual Election of Officers
Chairman Watkins reported that the annual election of officers was due.
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, following a roll call vote, the motion was unanimously approved by the Board.
Ms. Stephens indicated that she would follow up with a candidate who was interested in serving on the Board.

The Board discussed any potential conflicts for a Board member to serve as an officer of the State Association. Mr. Warren advised of conflict if serving as officers on both the Board and the State Association.

Proposed 2026 Board Meeting Calendar
Chairman Watkins reported that the Board typically scheduled two regular meetings each calendar year. It was the consensus of the Board to meet on February 17, 2026 and confirmed by polling the members. Chairman Watkins indicated that the Board would consider at the next meeting other dates in 2026 to conduct meetings.

Approval of New Licenses: Mr. Warren presented a list of new licenses as of September 30, 2025:

- Ms. Macknally moved to ratify approval of licensee #999. 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 #1000. 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 #1001. 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 #1002. 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 #1003. The motion was seconded by Ms. Stephens. Following a roll call vote, the motion was unanimously approved by the Board.

Next Board Meeting Date:
Chairman Watkins reminded the members about meeting on February 17, 2026 at 10:00 a.m. at the Board's office in Montgomery.

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 12:01 p.m.

Respectfully Submitted,

Chad Watkins
Board Chair

Keith E. Warren
Executive Director

/rr Minutes Approved on February 17, 2026