ALABAMA BOARD OF EXAMINERS OF
LANDSCAPE ARCHITECTS

MINUTES
Board Meeting
June 23, 2026

The Alabama Board of Examiners of Landscape Architects met on Tuesday, June 23, 2026 at the Board's office located at 603 Interstate Park Drive 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. Steve Herndon (Board Legal Counsel), Ms. Leah Cochrane (Licensing Specialist), and Ms. Renee' Reames (recording secretary). Chairman Watkins called the meeting to order at 10:00 a.m. Mr. Warren 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 June 23, 2026 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 June 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 February 17, 2026 meeting minutes. A copy of the minutes was provided to the members prior to the meeting for their review. Mr. Warren clarified the timeline outlined on page 4 of the minutes and he indicated that a license could be renewed up to 5 years and an applicant would have to submit a new application and fulfill current license requirements, if applying after 5 years with an expired license.
MOTION: Ms. Stephens made a motion to approve the February regular meeting minutes as amended explanation. 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 indicated that he had no report at this time.

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 (#320) as of June 17, 2026, which

included 10 new licenses issued since the last Board meeting held in February 2026. He indicated that no complaints had been received in fiscal year (FY) 2026 nor in the prior fiscal year.

Mr. Warren reported that there had been no new appointments to the Board by the Governor and Chairman Bryant reappointment would be submitted to the Governor.
Ms. Noble was asked to continue to serve on the Board until a replacement was confirmed by the Senate during the next Legislative session.

Mr. Warren commented on the new law concerning Board member training that required new members appointed after October 1, 2026 to complete training within 150 days and members currently serving on October 1, 2026 would be allowed until March 1, 2027 to complete the training.

Financial Report
Mr. Warren presented the financial activities of the Board (report available in the Board's official Book of Minutes) for FY 2026 through May 31, 2026. He reviewed the revenue and expenditures, along with expenditures compared to budget. He reported a projected positive cash balance for end of FY 2026.
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. Steve Herndon, the Board's new Legal Counsel, indicated that he had no report at this time.

ASLA Alabama Update
Ms. Macknally commented on the one-day ASLA conference and reported that changes to the Board's continuing education requirements were announced to the conference attendees.

CLARB Update
The Board discussed attending the CLARB annual meeting in August held in Calgary, Canada, and the candidates on the CLARB election ballot. Mr. Warren indicated that the travel budget for members wishing to attend the annual meeting would be presented later in the meeting.
MOTION: Ms. Macknally made a motion to authorize Ms. Stephens, on behalf of the Board, to select the candidates as discussed. The motion was seconded by Ms. Stephens and, following a roll call vote, the motion was unanimously approved by the Board. Ms. Macknally reminded the Board that the ballot was due by July 24, 2026 in advance of the annual meeting.

Continuing Education Committee Report
Mr. Warren reported that an email had been sent to the CE Committee members notifying them about the Microsoft Teams portal that had been created for the Committee to review and submit comments concerning audited applicants and CE providers requests. Ms. Macknally reported that the CE Committee would be working on an outline of the audit process and asked that a follow-up email about the next portal be sent to the Committee.

The Board discussed the amended Board Rule 500-X-2-.14 concerning reduced CE hours and removal of rollover CE hours.
ACTION: It was the consensus of the Board to allow the use of rollover hours in the upcoming renewal season only.

OLD BUSINESS

Update on Proposed Legislation

The Board discussed submitting proposed legislation for the upcoming legislative session and potential sponsors. Mr. Warren indicated that he would provide the Board a draft of the legislation to review at the next Board meeting.

One-Month Licensure Transition Period

Mr. Warren indicated that the amended Board Rule 500-X-2-.15 was effective April 13, 2026, and the Board agreed that the online renewal period would open on December 1st, and an advance renewal notice would be sent to the licensees in November. Mr. Warren reminded the Board of the reinstatement of a license after March 15th up through five years and Ms. Cochrane reported that reinstatement license fees could be paid online during the first 12 months of an expired license and the renewal application must be mailed to the Board. The Board reviewed an outline of proposed changes to Board's Rule 500-X-2-.15 (copy available in the Board's official Book of Minutes). Mr. Warren indicated that the proposed amended rule would be presented to the Board for adoption at the next meeting.

Discussion of Disciplinary Penalties for Late Renewal Compliance

The Board discussed developing a written process for compliance when renewing licenses late and violations of working with an expired license. The Board considered an example from the Engineers' Board, in which did not include a list civil penalties, and the Board requested to review a copy of the Architects Board's rules, as another option.

NEW BUSINESS

CLARB Annual Meeting Travel Budget

Ms. Macknally reported that the CLARB annual meeting was scheduled August 27 – 29, 2026 in Calgary, Canada and a CE program on August 26th. The Board discussed the estimated expenses for airfare and related travel costs with consideration to the Board's budget.
MOTION: Ms. Macknally made the motion to authorize travel expenditures at approximately $3,000 each for 2 Board members and 1 staff member to attend the CLARB annual meeting in Calgary, Canada. The motion was seconded by Ms. Stephens and, following a roll call vote, the motion was unanimously approved by the Board.

Proposed Inter-Agency Agreement – Transition to State Government

Mr. Warren recommended that the Board transition to State Government and enter into an Inter-Agency Agreement with the Alabama Security Regulatory Board (ASRB). He explained that transition away from Smith Warren did not negate other options that the Board might consider.

He reported that most of the staff of Smith Warren had been employed by ASRB as state employees. ASRB would provide administrative employee services, investigative services, office space, and basic utilities (copy available in the Board's official Book of Minutes).

Mr. Warren and staff left the meeting at 11:10 a.m.

The Board discussed options to replace the contract with Smith Warren to include the ASRB Inter-Agency Proposal, fast-track a Request for Proposals, and find other Inter-Agency Agreement partner. The Board gave additional consideration to a timeline for a new Inter-Agency Agreement and what the Board might expect regarding fees for the upcoming year of service.

Mr. Warren and staff returned to the meeting at 11:22 a.m.

MOTION: Ms. Macknally made the motion to transition into state government and approve the Inter-Agency Agreement with the Alabama Security Regulatory Board effective June 1, 2026. The motion was seconded by Ms. Stephens and, following a roll call vote, the motion was unanimously approved by the Board.

Mr. Warren indicated that the Inter-Agency Agreement was based on a fiscal year period and the renewal of the agreement for FY 2027 would be presented at the next Board meeting and the was scheduled to occur in the first month of the new fiscal year.

Audit – Alabama Department of Examiners in Public Accounts

Mr. Warren reported that no deficiencies had been reported pending the final report. The Board discussed the licensee survey conducted during the audit, with 100 licensees surveyed and 22 licensees responding. The Board agreed that informing the licensees about the potential of being selected to participate in an audit survey may result in better participation by licensees in the future. Mr. Warren reported that the Board was scheduled to meet with the Sunset Committee on August 13, 2026 and the audit would be released closer to the Sunset Committee meeting date. The Board discussed requesting the support of the Sunset Committee members about the Board's proposed legislation.

Approval of New Licenses: Mr. Warren presented a list of new licenses as of February 13, 2026:

- Ms. Macknally moved to ratify approval of licensee #1009. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1010. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1011. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1012. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

- Ms. Macknally moved to ratify approval of licensee #1013. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1014. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1015. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1016. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1017. The motion was seconded by Ms. Stephens and unanimously approved by the Board.
- Ms. Macknally moved to ratify approval of licensee #1018. The motion was seconded by Ms. Stephens and unanimously approved by the Board.

ANNOUNCEMENTS AND OTHER BUSINESS

Next Board Meeting Date

Chairman Watkins announced that the next meeting of the Board was scheduled October 20, 2026 at the Board's office in Montgomery.

Meeting Travel Expense Reports

The travel expense reports submitted by the members for the meeting were approved by the Board.

Chairman Watkins called for other business and there was none.

ADJOURNMENT

There being no further business of the Board, Ms. Stephens made the motion that the meeting be adjourned. Ms. Macknally seconded the motion and, following a roll call vote, the motion was unanimously approved by the Board. Chairman Watkins adjourned the meeting at 11:33 a.m.

Respectfully Submitted,

Chad Watkins
Board Chair

Keith E. Warren
Executive Director

/rr RR Minutes Approved on October 20, 2026