

The WV Board of Registration of Foresters met on April 14, 2014 at the WV Division of Forestry headquarters in Charleston, WV. Those in attendance were Gary Miller, Dave Hill, President John Brooks, Secretary/Treasurer Cinda Francis and clerical support Hope Goff.

The meeting was called to order at 10:06 am by President John Brooks. The minutes from the October 2013 meeting were distributed. Gary Miller made the motion to approve the minutes as written. Dave Hill seconded. Motion carried.

Secretary/Treasurer Cinda Francis distributed the financial report. Dave Hill moved to accept. Gary Miller seconded. Motion Carried.

Correspondence – The Board received a notice from the WV BRIM regarding the insurance premium for FY 2015. There is a \$94.00 surcharge and Cinda thought that we would not be charged this. She will make a phone call to find out more information about this.

Safety Review – The board reviewed and discussed “It’s A Fire”.

Old Business

- **Exam** - A date for the first testing session has not been set as of today. Currently, 5 of the applicants up for review would have to test. The board is not required by statute to hold a review session. With much discussion, it was decided with such few applicants, it would be cost prohibitive to hold a review prior to the test. President John Brooks suggested instead of the board members administering the test, we should contact someone to do this. The board continued to discuss test dates. For this year, there will be a test date in May and one in September. Gary Hill made a motion to administer the test for 2014 on May 17 and September 27 and henceforth the test will be held the third weekend of March and September. The applicants will be sent a letter informing them of the test dates and locations and they will choose which one to attend. The board also discussed at length where the tests would be held. Gary Hill made the motion to administer the May test in Morgantown, and the September test in Glenville. Cinda Francis seconded. Motion carried. The board then moved on to discussed how much to compensate the administrator. After much discussion, Cinda Francis made the motion to offer to pay the administrator \$150 to do the exam. Dave Hill seconded. Motion carried. President John Brooks suggested the board set a time limit on how long the applicants would have to finish the exam. The board recommended two hours. Cinda Francis made the motion to limit the testing session to two hours. Gary Hill seconded. Motion carried. Participants will not be allowed any electronic device into the testing locations. Calculators would be allowed.

New Business

- **Auditors Training** – Secretary/Treasurer Cinda Francis reported that the Annual Auditors Training was mostly on the new WVOASIS system that the state is implementing. She said that much that was discussed did not pertain to this board. She noted that the Rule-making was going to be done on-line.
- **Legislative Audit Summary** – President John Brooks reported that the audit was taken place over the Christmas holidays. We will not be sunset. He reported the following list of

recommendations from that audit that was submitted from the state auditor's office. 1. Database of members should include age. 2. Date of application and date of exam (pass/fail). 3. Utilize the State Treasurers lockbox for deposits or payments and online payment. 4. File meeting notices with the Secretary of State's office to notify the public of the meetings. John asked the board if he could go through the website and come back to the October meeting with changes that he would see be made. He wants to ask other sites to link to our site.

Other Business

Cinda Francis asked the board if the only change to the renewal form would be to add the "Job Class" form. The board agreed that was the only change.

Dave Hill asked if the board wanted to charge for a list of membership that he acquired for the ACF workshop mailing. President John Brooks said he did not have a problem with him acquiring the list for the purpose of informing the registrants of educational workshops. In the future, we could have the group that is holding the workshop forward us the materials, and we would forward them by email to the registrants. We could also put them on the website.

Emeritus Status – None

Review of Applicants

The board reviewed the nine applications that were received. Gary Miller moved to approve Rudean Reynolds, Tyler Stuart Williamson and Matthew O. E. Cummins as Foresters and Randall Johnson as a Forestry Technician. Dave Hill seconded. The motion is unanimous. Reynolds, Williamson, Cummins will be sent a letter regarding the test dates. Once a test is taken and passed they will be awarded a number.

Rudean Reynolds – RPF 775

Tyler Stuart Williamson - RPF 774

Matthew O. E. Cummons – RPF 773

Randall Johnson – FT-119

Gary Miller moved to table Curtis Manns and Aaron Tumblin because their references have not been written as of the meeting date. Dave Hill seconded. This motion was unanimous.

Upon review of the remaining applicants, this is what was found: Johnny Lee King's application was found to be complete except that he lacked the required amount of work experience (four years), Elizabeth Joy Basham and Levi Trent Daugherty applications were complete, however they lacked references and work experience, Brian Alan Young's application was complete and he only needs 3 months of work experience to fulfill his work experience requirement. Gary Miller moved to award Johnny Lee King and Brian Alan Young the Forester-In-Training status, Elizabeth Joy Basham and Levi Trent Daugherty to be awarded Forester-In-Training status pending receipt of their last references within 30 days. Dave Hill seconded. This motion was unanimous.

Annual Audit

President John Brooks, Gary Miller and Dave Hill went over the books for 2013. They found no problems with the books and they were approved.

The next meeting will be held October 23, 2014 at the WV Division of Forestry Headquarters.

Meeting adjourned at 12:47 pm