



## WEST VIRGINIA STATE BOARD OF REGISTRATION FOR FORESTERS

The WV Board of Registration for Foresters met October 18, 2018 at the WV Division of Forestry Headquarters in Charleston, WV. Those in attendance were Chad Westfall, Greg Cook, Dave McGill, Dan Hackett, Todd Lotter, and clerical support Hope Goff.

The meeting was called to order by President Chad Westfall at 10:10 am.

The minutes from the April 19, 2018 meeting were distributed. Discussion on drafting updates to code to 10+ years not having to take the exam. Greg says it would not see the light of day with the current legislature. Todd also says it may hurt us getting reciprocity with other states. Greg moved to accept the minutes with Dave's changes. Dan Hackett seconded. Motion carried. The financial report was distributed and reviewed. Todd Lotter moved to accept the financial report. Dave McGill seconded. Motion carried.

**Correspondence** – none other than the email from Randolph Mays.

**Complaints** – None.

**Safety Review** – The board reviewed "Cold Stress"

### Old Business

**Electronic Registration** – Hope Goff reported that 10% of registrations were completed online. It was discussed that it would be nice if there was a place to upload the documentation as they were paying. Dave said he would contact Terry Triplett and see if that feature can be added to the site. Todd Lotter said that other boards were not requesting copies of CFE's that they do an audit of 10-15% every year. Greg will review the code to see if is stipulated anywhere that the CFE's are required to be sent in every year. We need to rework the letter that goes out with better steps to follow and requirements. Also maybe see if there can be an email sent to the BORF from the state when someone pays & uploads documents/registration.

**Southern Board Review** – Todd Lotter passed out packets including guidelines, charter, agenda, minutes and financial report. Greg asked Todd if he had an idea on how to develop reciprocity. Todd thinks we need to continue to develop it with other states. Greg asked if the board wanted to become members of the Southern Board to help in this process. Dave McGill thinks it would be a step in the right direction to

belong to this organization. Todd also thinks at belonging would elevate the profession of Forestry. Greg thinks it would expand our board to become a member. Todd Lotter moved to join ASBORF, Dave seconded. Motion carried. Todd also requested to be reimbursed on his expenses for attending. Dave McGill moved to reimburse Todd, Greg Seconded. Motion carried.

**Reciprocity** – The board will continue to work with the ASBORF and other states to obtain reciprocity.

### **New Business –**

**Annual Auditors Training** – Chad and Dan volunteered to attend. When the email comes about registration, it will be forwarded to them.

**Exam** – Two people took the exam in September. Both passed. Chad asked about having a better study guide. Jamie Schuler has been asked to develop one, Dave McGill asked what the Board expects the study guide to cover. Dave's concern was the security of the questions. Greg suggested to have a sample test available online. Greg moved to draw up an agreement with Jamie on the development of a study guide. This agreement would contain cost involved and provide an example. The goal is to have it posted online 4 weeks prior to the exam. Todd seconded; motion carried.

**Advertising** – Todd Lotter mentioned that he has spoken with the Executive Director of WVFA about advertising in their newsletters. He asked if the Board would want something to run continually or just something around renewal times. Todd said he would like to draft an article as an individual on the importance of being registered. Greg suggested the Board draft a letter making sure that the bigger companies know the importance of having all their foresters registered. Chad volunteered to draft a letter for board review. Once completed, it will be mailed to the addresses Greg will provide.

### **Other Business**

**Stamps** – I need to check on the reimbursement to Chad for the purchase of stamps.

### **Review of Applicants**

**Emeritus Status** – William H. "Bill" Gillespie has requested Emeritus Status. The board reviewed his request. Dan moved to grant Mr. Gillespie his request. Todd seconded; Motion carried.

**Carryovers** – John Helmers – The board determined that he still needs the exam. Dylan Kesner needs work experience – Todd moved to grant them Forester-in-Training status. Dan seconded; Motion carried.

**Upgrades** – Danny Lee James has requested an upgrade from Forestry Technician-in-Training to full FT status. The board discussed his work experience and agreed to accept it. Greg moved to grant Danny James FT status. Dan seconded; Motion carried.

### **New Applicants -**

Andrew Jacob Bailes – applied to become a Forestry Technician. After

review by the board, it was determined that he needs 6 months of experience. Dan moved to grant him Forestry Technician-in-Training status. Todd seconded; Motion carried.

**Helen Muriel Donnelly** – has applied to become a Registered Professional Forester. After review, the board determined that she needs references, work experience and to pass the required exam. Todd moved to table her until the April meeting pending receipt of references and passing of the required exam.

**Andrea Hardlund Eggleton** – has applied to become a Registered Professional Forester. After review, the board determined that she needs 1 reference and to pass the required exam. Dave McGill made the motion to grant her Forester-in-Training status. Dan Hackett seconded; Motion carried.

**Luke Harris** – has applied to become a Registered Professional Forester. After review, the board determined that he is short 3 references and needs to take and pass the exam. He has the required work experience. Todd moved to grant him Forester-in-Training status. Dave seconded; Motion carried.

The spring exam will be held March 16, 2019 at the WVU campus.

The next board meeting is scheduled for April 18, 2019 at the WVDOF headquarters, 10 am.

Meeting Adjourned at 1:50 pm