

**NATIONAL ORGANIZATION PARTICIPATION
COMMITTEE OF THE APELSCIDLA BOARD
MEETING MINUTES**

The National Organization Participation Committee of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on January 25, 2012, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

James R. Boyd
John L. Combs
Paul deC. Holt, Jr.
Andrew M. Scherzer
Cameron C. Stiles

Staff present for all or part of the meeting were:

Gordon N. Dixon, Director
Mark N. Courtney, Deputy Director, Licensing & Regulation
Kathleen (Kate) R. Nosbisch, Executive Director
Amy Goobic, Administrative Assistant

There was no representative from the Attorney General's office present.

Mr. Holt, Chair, called the meeting to order at 11:00 a.m.

Call to Order

Mr. Combs moved to approve the agenda. Ms. Stiles seconded the motion which was unanimously approved by members: Boyd, Combs, Holt, Scherzer and Stiles.

**Approval of
Agenda**

There were no public comments.

**Public Comment
Period**

Ms. Nosbisch provided 2011 APELSCIDLA travel expenses to NCEES, NCARB, CLARB and NCIDQ conferences and meetings, for the Committee to review.

**Discussion on the
Importance of Board
Participation in
National Organizations**

Mr. Dixon informed the Committee that the agency was issued a directive from Governor McDonnell's Chief of Staff, to reduce out-of-state travel. In lieu of this, all out-of-state travel must be approved by the Secretary of Commerce & Trade and all travel requests must have a justification statement explaining the value and mission of the travel. Mr. Dixon suggested the Committee review the scheduled meetings and conferences for the national organizations, and determine which would be most valuable to the Board's mission. Mr. Dixon stated that although DPOR is a non-general fund agency, the agency will follow the directive, showing a good faith effort.

Discussion was held on how to determine what was 'mission critical' to the Board and the individual professions, with regards to national meetings and how the board should proceed with requesting travel deemed as such. The Committee agreed to prepare justification statements specifically for each national organization, expressing the importance of representation and participation by the APELSCIDLA Board.

Discussion was held on travel to meetings that was completely funded by an organization. Ms. Nobsisch explained that often the agency paid extra expenses that the organization might not cover (parking, baggage fees, etc.) Ms. Nobsisch suggested including language in the justification stating that any extra expenses incurred by a board member on funded travel, will be paid by the board member, but this measure would be reviewed by the Finance Department to ensure we are not in violation of any policy, procedure or regulation governing travel. Thus no expense to the agency.

Mr. Boyd suggested increased participation by board members on national committees, etc. would help in that, travel expenses of committee participants are typically covered by the organization. In turn, this would increase representation of Virginia by board members. Mr. Scherzer stated that participation by Virginia board members could aid in convincing organizations to hold meetings and conferences in Virginia, therefore helping the economy.

The Committee agreed by consensus to continue to request travel authorization to appropriate meetings, with the knowledge that it may not be approved. Mr. Holt asked that all committee members provide a justification statement to Ms. Nobsisch by February 16, 2012. The statements will be presented at the March 20, 2012, APELSCIDLA Board meeting.

There was no other business.

Other Business

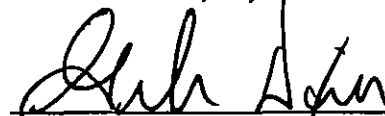
Conflict of Interest forms were completed by all members present.

**Conflict of Interest
Forms**

There being no further business, the meeting was adjourned at 12:40 p.m..

Adjourn

Paul deC. Holt, Jr., Chair



Gordon N. Dixon, Secretary

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**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: James R. Boyd
2. Title: Board Member
3. Agency: Architects Section/APELSCIDLA Board
4. Meeting/IFF Date: National Organization Participation Committee 1/25/12
5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

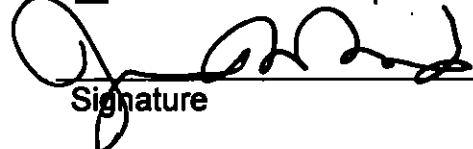
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.



Signature

1/25/12

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Andrew M. Scherzer
2. Title: Board Member
3. Agency: Landscape Architects Section/APELSCIDLA Board
4. Meeting/IFF Date: National Organization Participation Committee 1/25/12
5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

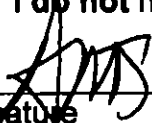
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Signature



Date

1/25/12

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Paul deC. Holt, Jr.
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: National Organization Participation Committee 1/25/12
5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

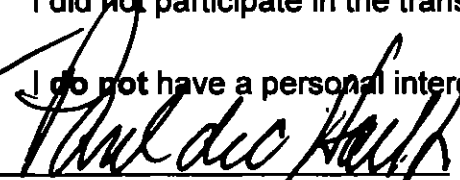
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Signature

1/25/2012

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Cameron C. Stiles
2. Title: Board Member
3. Agency: Interior Designers Section/APELSCIDLA Board
4. Meeting/IFF Date: National Organization Participation Committee 1/25/12

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

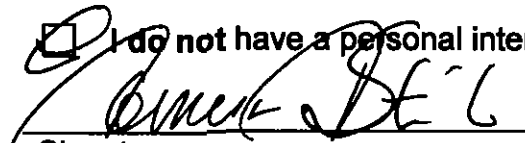
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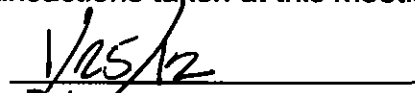
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Signature


Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: John L. Combs
2. Title: Board Member
3. Agency: Professional Engineers Section/APELSCIDLA Board
4. Meeting/IFF Date: National Organization Participation Committee 1/25/12

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.


Signature


Date