

OKLAHOMA BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE
ARCHITECTS AND REGISTERED INTERIOR DESIGNERS

220 N. E. 28th

Board Room

Oklahoma City, OK 74105

January 14, 2015

1:30 p.m.

Special Meeting

Minutes

The Board of Governors of the Licensed Architects and Landscape Architects and Registered Interior Designers of Oklahoma met on Wednesday, January 14, 2015 with the following members and guests present:

David Hornbeek, Architect, Chairman
Mark Taylor, Registered Interior Designer, Vice-Chairman
Jim Hasenbeck, Architect, Secretary Treasurer
Nate Baker, Architect
Jim Bruza, Architect
Jeff Click, Public Member
Brian Dougherty, Landscape Architect
Bradley Gaskins, Architect
Ben Graves, Architect
James Loftis, Architect
Brad Klepper, Counsel
Jean Williams, Executive Director
Leslie Hanska, Executive Assistant
Tammie Kilpatrick, Consultant
Ryan Kilpatrick, Consultant
Brett Logan, Guest

Ben Graves and Randy Weatherly were absent.

1. a. There were no public comments.

CONSENT AGENDA

2. a. – 1. Mr. Hasenbeck moved to approve the minutes from the November 5, 2014 meeting. Motion seconded by Mr. Dougherty. Voting aye: Messrs. Taylor, Gaskins, Dougherty, Bruza, Click, Baker, Hasenbeck and Hornbeek. Voting nay: None Motion unanimously approved.

2. a. – 2. Mr. Hasenbeck moved to accept the Revenue/Expense Reports through December 31, 2014 (Attachment B). Motion seconded by Mr. Taylor. Voting aye: Messrs. Taylor, Gaskins, Dougherty, Bruza, Click, Baker, Hasenbeck and Hornbeek. Voting nay: None Motion unanimously approved.

Mr. Loftis arrived.

Board of Architects, Landscape Architects & Registered Interior Designers

Minutes

January 14, 2015

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ADMINISTRATIVE/INTERNAL BOARD ISSUES

3. a. A copy of the draft Endowment Agreement (Attachment A) between the Board and Oklahoma State University Foundation was presented. The Director reminded that foundations cannot accept public money. The money would have to be transferred agency to agency between this Board and the university itself. The university will then take the responsibility and workload of managing the funds and the management of the scholarship program. No action taken.

3. b. Discussion, no action taken.

3. c. Discussion, no action taken.

3. d. Mr. Taylor moved to approve \$750,000 for the scholarship fund designating for endowment \$275,000 to OU & OSU, \$150,000 to UCO and \$50,000 for immediate use for the upcoming 2015 school year. Motion seconded by Mr. Loftis. Motion was discussed and amended as follows. Mr. Baker amended the motion moving that the Finance Committee have authority to meet and come back with recommendation on how much to fund, distribute and allocate the scholarship program. At the same time have the Scholarship Committee meet and come back with recommendation with guidelines as to how the scholarship program would be structured and awarded. Motion seconded by Mr. Loftis. Voting aye: Messrs. Taylor, Gaskins, Dougherty, Bruza, Loftis, Click, Baker, Hasenbeck and Hornbeek. Voting nay: None Motion unanimously approved.

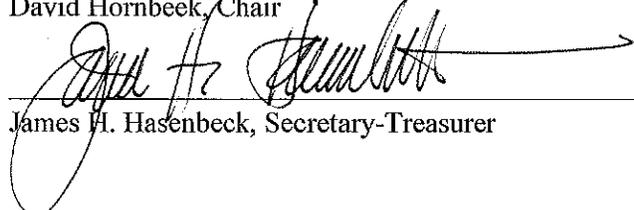
3. e. The Board was in agreement to move forward with the bill this session to amend the Act with specific language that would allow contracting with other state agencies and non-profit corporations for the endowment, management and administration of scholarships. A copy of the language was presented. (Attachment B) No action taken.

Adjourn

THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS
AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA



David Hornbeek, Chair



James H. Hasenbeck, Secretary-Treasurer

JAN 14 2015

STATE BOARD OF ARCHITECTS

Endowment Agreement between
**OKLAHOMA BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS
AND INTERIOR DESIGNERS** AGENDA ITEM # 2a-1
And the
OKLAHOMA STATE UNIVERSITY FOUNDATION FEB 04 2015
For the Creation of the
OKLAHOMA LICENSED ARCHITECTS ENDOWED SCHOLARSHIP FUND STATE BOARD OF ARCHITECTS

In order to encourage Oklahoma high school graduates to select architecture as their profession and in order to provide a permanent source of academic enrichment at Oklahoma State University (the "*University*") and with the understanding that endowed funds are critical to the University because they generate predictable, growing streams of income in perpetuity that create and sustain university teaching, research and service programs, the Oklahoma Board of Architects, Landscape Architects and Interior Designers, ("*Donor*") and the Oklahoma State University Foundation, Stillwater, Oklahoma, a not-for-profit corporation, organized pursuant to the laws of the State of Oklahoma (the "*Foundation*") hereby agree to establish from gifts made by the Donor an endowed fund to be known as the Oklahoma Licensed Architects Endowed Scholarship Fund (the "*Fund*"). This document is intended to express the Donor's preference as to the use of the Fund.

Article 1: This Fund will be used to support the Oklahoma Licensed Architects Endowed Scholarship (the "*Scholarship*") as described below. This Fund will be managed in all respects pursuant to the *OSU Foundation Endowment Management Guidelines* attached hereto and made a part hereof.

Article 2: Recipients of the Scholarship will be selected by a committee appointed for such purpose by the Head of the School of Architecture, or his/her designee.

Article 3: The recipient must be enrolled as a full-time student at the University in the College of Engineering, Architecture and Technology and must be admitted to the Architecture professional school. Awards will be made based on academic merit and financial need. Preference will be given to students who graduated from a high school located in the State of Oklahoma and who have started the process to obtain licensure in the State of Oklahoma.

Article 4: Donor intends to fully endow the Fund with charitable gifts.

[Signature Page to Follow]

Dated this _____ day of _____, 2015.

Oklahoma Board of Architects, Landscape
Architects and Interior Designers

By _____

Print Name _____

Print Title _____

Accepted by the Oklahoma State University Foundation this _____ day of _____,
2015.

Oklahoma State University Foundation

By _____

Kirk A. Jewell
President and CEO

Acknowledged by the Dean of the College of Engineering, Architecture and Technology this
_____ day of _____, 2015.

College of Engineering, Architecture and
Technology

By _____

Paul J. Tikalsky, Dean

Acknowledged by the Head of the School of Architecture this _____ day of _____,
2015.

School of Architecture

By _____

Randy Seitsinger, Head

OSU Foundation Endowment Management Guidelines

1. **Spending Policy.** The OSU Foundation Board of Trustees (the "***Board***") has established a spending policy which outlines the calculation of spendable funds. As of the date of this agreement, this policy is based on a five per cent (5%) target spending rate, adjusted annually for inflation. The spending policy is subject to change from time to time at the discretion of the Board and the Donor understands that this Fund would be affected by any future policy changes. Spending from this Fund will commence upon determination by the Foundation that a sufficient level of funding exists to support the purposes of the endowment.

2. **Compliance with Applicable Law.** This Fund will be managed in all respects as a permanently endowed fund. However, in the event the endowed level of this Fund does not reach the Foundation's minimum endowed level in place as of the date of this agreement within five (5) years of the date of this agreement or five (5) years after the Donor's death in the event the Fund is to be funded with a deferred gift then Donor agrees that this Fund may become non-endowed and fully expendable for the purpose set forth herein upon approval of the Board. To facilitate investment of the Fund, the Foundation will have the power to sell, transfer, or otherwise dispose of for value any of the assets of the Fund. The Foundation may invest and reinvest the assets of the Fund in securities, investment pools, investment trusts, and other property without restriction. Further, the Foundation will have in regard to the Fund those powers given to an institution by the Uniform Prudent Management of Institutional Funds Act, and any other power authorized in the Oklahoma Statutes not inconsistent with the provisions of this agreement. Management fees, as determined by the Board, will be paid to the Foundation from the fund quarterly.

3. **Future Gifts.** The Foundation may accept future gifts or bequests from the Donor, or from others, as an addition to the Fund and subject to the terms of this Agreement. The Foundation may also accept future gifts or bequests from the Donor as entirely separate funds; provided that the acceptance of said funds will create no obligation on this Fund or its use.

4. **Future Events.** If circumstances should arise in the future that make it illegal, impossible, or impractical to use the Fund for the purpose specified above, then the President of the University may submit a request for modification of this purpose to the Foundation Board. If, in the best judgment of the Board, such modification is deemed prudent and in keeping with the original intent of the Donor, the Board may authorize the use of the Fund for the modified purpose. In the event of such a modification, the name(s) of the Donor will continue to be associated with the Fund. In the event the Donors are married as of the date of a gift then a surviving spouse may modify the selection criteria but may not redirect the Fund to support a different unit within the University. In all other instances, except as provided above, an agreement may be changed only by a written agreement between the Donor, University and Foundation and in accordance with applicable law.

5. **Future Name Changes.** Should the official designation or name of any unit or official of the Foundation or University mentioned herein be changed, then that unit, official, or organization most nearly performing the responsibilities of said organization will be construed to have the responsibilities as herein set out.

AGENDA ITEM # 2a-2

JAN 14 2015

STATE BOARD OF ARCHITECTS

AGENDA ITEM # 2a-1

FEB 04 2015

STATE BOARD OF ARCHITECTS

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State of Oklahoma
Office of State Finance
Summary of Receipts and Disbursements
From Business Unit 04500 To Business Unit 04500
For the Month of December, 2014

BUSINESS UNIT 04500

CLASS 200

Accounting Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Inc) Decr 2xxxxx	Change in Receivables (Inc) Decr 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Begin Bal			0.00	0.00				0.00	1,782,453.58
1-Jul	(7,805.00)	41,898.35	0.00	0.00	0.00	0.00	0.00	0.00	1,748,360.23
2-Aug	(9,957.50)	51,956.18	0.00	0.00	0.00	0.00	0.00	0.00	1,706,361.55
3-Sep	(9,812.50)	33,340.93	0.00	0.00	0.00	0.00	0.00	0.00	1,682,833.12
4-Oct	(7,628.72)	43,004.02	0.00	0.00	0.00	0.00	0.00	0.00	1,647,457.82
5-Nov	(18,137.50)	36,967.75	0.00	0.00	0.00	0.00	0.00	0.00	1,628,627.57
6-Dec	0.00	33,789.87	0.00	0.00	0.00	0.00	0.00	0.00	1,594,837.70
Column Totals:	(53,341.22)	240,957.10	0.00	0.00	0.00	0.00	0.00		
Current Ledger Balance:			0.00	0.00					
Class/Fund Balances:								0.00	1,594,837.70
								Current Ledger Balance-Liabilities:	0.00
								Current Ledger Balance-Receivables:	0.00
								*Budgeted Cash Balance:	1,594,837.70

*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report.

Report Name: OCGL0059

Query Title: OCP_GL0059

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State of Oklahoma
Office of State Finance
Summary of Receipts and Disbursements
From Business Unit 04500 To Business Unit 04500
For the Month of December, 2014

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BUSINESS UNIT 04500
CLASS 79901

Accounting Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Debit 2xxxxx	Change in Receivables (Incr) Debit 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Begin Bal			0.00	0.00				0.00	8,605.00
1-Jul	(2,345.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,950.00
2-Aug	135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,815.00
3-Sep	2,431.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,383.72
4-Oct	(2,396.28)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,780.00
5-Nov	10,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6-Dec	(15,965.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,965.00
7-Jan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,965.00
8-Feb	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,965.00
9-Mar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,965.00
10-Apr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,965.00
11-May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,965.00
12-Jun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,965.00
Column Totals:	(7,360.00)	0.00	0.00	0.00	0.00	0.00	0.00		
Current Ledger Balance:			0.00	0.00					
Class/Fund Balances:								0.00	15,965.00
								Current Ledger Balance-Liabilities:	0.00
								Current Ledger Balance-Receivables:	0.00
								*Budgeted Cash Balance:	15,965.00

*Should agree with Cash Balance from Allotment Budget and Cash Balance (ABC) report.

Report Name: OCGL0059

Query Title: OCP_GL0059



State of Oklahoma
Office of State Finance
Summary of Receipts and Disbursements
From Business Unit 04500 To Business Unit 04500
For the Month of December, 2014

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BUSINESS UNIT 04500

CLASS

Accounting Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables (Incr) Decr 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
Column Totals:	(60,701.22)	240,957.10	0.00	0.00	0.00	0.00	0.00		
Prior Year AP BU Balance:			0.00	0.00					
Current AP Business Unit Balance:			0.00	0.00					
Business Unit Balances:							0.00	1,610,802.70	

AGENDA ITEM # 2a-2

JAN 14 2015

STATE BOARD OF ARCHITECTS

AGENDA ITEM # 2a-1

FEB 04 2015

STATE BOARD OF ARCHITECTS



State of Oklahoma
Office of State Finance
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From : July 01,2014 To: December 31,2014
From Business Unit: 04500 To Business Unit: 04500

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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
04500	510000		PERSONAL SERVICES		
		511000			
			511110 Sals-Regular Pay	16,083.34	96,500.04
			511210 Longevity Pay-State Employees	0.00	1,250.00
			511400 Compensation - Brd-Com Members	311.29	1,867.74
			511420 Excess Benefit Allowance	195.30	1,171.80
			Sub Class 511000 Total	16,589.93	100,789.58
		512000			
			512110 Insur.Prem-Health-Life-State Pm	3,666.30	21,997.80
			512210 Unemployment Compen.-Payroll	3.11	25.94
			512310 Insur.Prem-Workers Comp.	0.00	1,029.00
			Sub Class 512000 Total	3,669.41	23,052.74
		513000			
			513110 State Share-FICA	983.94	5,981.13
			513120 State Share-MQFE/FICA	230.11	1,398.81
			513230 State Share OPBRS	2,653.75	16,128.75
			513280 St.Match-Ad Fee-State Annuity	79.65	477.90
			Sub Class 513000 Total	3,947.45	23,986.59
		515000			
			515010 Offices Of Lawyers	1,800.00	10,800.00
			515380 Other Computer Related Svc	466.14	7,569.35
			515400 Admin Mgmt-Gen.Mgmt Consulting	3,333.33	16,666.65
			515540 Other Prof, Sc. & Tech.Svc	0.00	3,333.33
			515560 Office Administrative Services	160.00	960.00
			515580 Business Support Services	220.00	1,290.00
			515610 Business Service Centers	141.22	3,198.48
			Sub Class 515000 Total	6,120.69	43,817.81
		519000			
			519130 Flexible Benefits-Adminis.	41.69	166.76
			Sub Class 519000 Total	41.69	166.76

Report Name: OCGL0060
Query Title: OCP_GLA060 and OCP_GLB060

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State of Oklahoma
 Office of State Finance
 6 Digit Object of Expenditure Report
 From : July 01,2014 To: December 31,2014
 From Business Unit: 04500 To Business Unit: 04500

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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
	Major Class 510000 Total			30,369.17	191,813.48
04500	520000	TRAVEL			
		521000			
			521110 In-State Mileage-Motor Vehicle	0.00	308.00
			521120 In-State Meals-Subsistence Exp	0.00	46.00
			521140 In-State Miscellaneous Charges	0.00	15.80
			521210 Out of State Mileage-Priv.Veh.	0.00	34.72
			521230 Out-of-State Meals-Subsistence	0.00	631.50
			521240 Out-of-State Local Transp.	0.00	66.12
			521250 Out-of-State Misc.Charges	0.00	54.44
			521310 Travel Reimb.-Non-State Empls.	0.00	7,487.18
		Sub Class 521000 Total		0.00	8,643.76
		522000			
			522110 OutofSt Pur Trans Cst Agcy Dir	50.00	2,165.55
			522130 OutofSt Pur Food Ldg Agcy Dir	198.00	2,943.59
			522150 Registration - Agency Direct	0.00	3,390.00
		Sub Class 522000 Total		248.00	8,499.14
	Major Class 520000 Total			248.00	17,142.90
04500	530000	ADMINISTRATIVE EXPENSE			
		531000			
			531110 Freight Expenses	195.78	195.78
			531130 Telecommunication Services	0.00	311.17
			531150 Printing & Binding Concts	0.00	2,113.16
			531170 Informational Service	26.00	52.00
			531230 ERP System Services	33.52	201.12
			531260 Membership in Organizations	0.00	13,185.00
			531310 Prem-Property or Liab.Insur.	624.67	624.67
			531500 Moving Expenses-General	0.00	1,240.00



State of Oklahoma
Office of State Finance
6 Digit Object of Expenditure Report
From : July 01,2014 To: December 31,2014
From Business Unit: 04500 To Business Unit: 04500

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<u>Business Unit</u>	<u>Major Class</u>	<u>Sub Class</u>	<u>Account</u>	<u>Current Month</u>	<u>Fiscal YTD</u>
04500	530000	ADMINISTRATIVE EXPENSE			
		Sub Class 531000 Total		879.97	17,922.90
		532000			
			532110 Rent of Office Space	1,127.50	4,111.66
			532160 Rent-Elec Data Processing Eq.	0.00	1,269.00
		Sub Class 532000 Total		1,127.50	5,380.66
		533000			
			533130 Mtce-Rep.-Tel.Equip-Vendor	0.00	2,405.90
			533140 Mtce-Rep.-DP Equip-Vendor	0.00	486.38
		Sub Class 533000 Total		0.00	2,892.28
		536000			
			536130 Office Supplies Non-Expendable	36.74	318.99
			536140 Office Supplies (Expendable)	756.80	2,520.90
			536170 Food and Catering Service	371.69	2,808.99
		Sub Class 536000 Total		1,165.23	5,648.88
	Major Class 530000 Total			3,172.70	31,844.72
04500	540000	PROP,FURN,EQUIP & RELATED DEBT			
		541000			
			541110 Office Furniture & Equipment	0.00	156.00
		Sub Class 541000 Total		0.00	156.00
	Major Class 540000 Total			0.00	156.00
Business Unit 04500 Total				33,789.87	240,957.10
Grand Total by Business Unit				33,789.87	240,957.10