

MINUTES OF MEETING #261  
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS  
DECEMBER 6, 2012 at the FLATWOODS DAYS HOTEL  
SUTTON, WEST VIRGINIA



Present: Nelson B. Douglass, Secretary  
Mark H. Hornish, Member  
R. Michael Shepp, Member  
Anthony J. Sparacino, Member  
Dennis D. Jarrell, Board Administrator

Absent: Roy E. Shrewsbury, II, Chairman  
Katherine A. Campbell, AG Counsel

Others: John L. Green, P.S.

Call to Order: The Secretary called Meeting #261 to order at 9:30 a.m. on Thursday, December 6, 2012, and the Board Administrator noted that the meeting was properly noticed by the West Virginia Secretary of State.

Minutes: Mr. Shepp made a motion, seconded by Mr. Sparacino, to approve the Minutes of Meeting #260 (November 15, 2012) as written. Motion carried.

P-Card & MasterCard Purchases: Mr. Jarrell provided a listing and explanation of P-Card and MasterCard purchases made during November 2012. Mr. Shepp made a motion, seconded by Mr. Sparacino, to approve the P-Card and MasterCard purchases. Motion carried.

Financial Report: Mr. Jarrell provided the financial expenditure report for November 2012. Mr. Shepp made a motion, seconded by Mr. Sparacino to approve the financial expenditure report. Motion carried.

WVSPS Ethics – Ingram – Presentation Change: Mr. Shepp made a motion, seconded by Mr. Sparacino to approve the inclusion of "Brokerage" in the Ethics presentation previously approved by the Board. Motion carried.

FALL 2012 New Licensees and Surveyor Interns: Mr. Shepp made a motion, seconded by Mr. Hornish, to approve the new Professional Surveyor Licensees and Surveyor Interns. Motion carried.

PERD 2013: The Board Administrator provided information that the West Virginia Board of Professional Surveyors was selected for the 2013 PERD State Audit and provided a listing of required documents.

There being no further business, the meeting adjourned at 9:50 a.m.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Nelson B. Douglass".

Nelson B. Douglass, P.S., Secretary

Mark H. Hornish, Member