

Delegates in Attendance:

Charles Perine, Alabama Board of Funeral Service
Karen Carruthers, Alberta Funeral Services Regulatory Board
Judith Stapley, Arizona Board of Funeral Directors & Embalmers
Amy Goode, Arkansas State Board of Embalmers, Funeral Directors, Cemeteries, & Burial Services
Gina Sanchez, California Cemetery & Funeral Bureau
John McGuire, District of Columbia Board of Funeral Directors
Mary Schwantes, Florida Division of Funeral, Cemetery, & Consumer Services
Brad Coman, Georgia State Board of Funeral Service
Craig Geary, Idaho Board of Morticians
Kathleen Matuszak, Indiana Professional Licensing Agency
Martin Rieken, Iowa Department of Public Health, Bureau of Professional Licensure
Christi Moffett, Kentucky Board of Embalmers & Funeral Directors
Robert Barnes, Maine State Board of Funeral Service
Dr. Mark Bailey, Maryland Board of Morticians and Funeral Directors
Carlena Weiland, Minnesota Department of Health – Mortuary Science Section
Jeffrey O’Keefe, Mississippi Board of Funeral Service
Lori Hayes, Missouri State Board of Embalmers & Funeral Directors
Jennifer Kandt, Nevada Funeral & Cemetery Services Board
Eleanor Rudolph, New Jersey Board of Mortuary Science
Stephen Davis, North Carolina Board of Funeral Service
Dale Niewoehner, North Dakota Board of Funeral Service
Kortney Adams, Nova Scotia Board of Registration of Embalmers & Funeral Directors
Jon Rettig, Sr., Ohio Board of Embalmers & Funeral Directors
Chris Ferguson, Oklahoma Funeral Board
Pete Burns, Oregon Mortuary & Cemetery Board
Kristel Hennessy Hemler, Pennsylvania State Board of Funeral Directors
Sandy Mahon, Funeral & Cremation Services Council of Saskatchewan
Amy Holleman, South Carolina Board of Funeral Service
Robert Gribble, Tennessee Board of Funeral Directors & Embalmers
Glenn Bower, Texas Funeral Service Commission
Tom Beard, Utah Board of Funeral Service
Mia Mimms, Virginia Board of Funeral Directors & Embalmers
Richard Little, Washington Department of Licensing, Funeral & Cemetery Office
Linda Lyter, West Virginia Board of Funeral Service Examiners
Greg Crandall, Wyoming State Board of Funeral Service Practitioners

I. Call to Order – Charles Perine, President

President Perine called the meeting to order at 9:05 a.m. CST.

II. Welcome – Charles Perine, President

President Perine welcomed those in attendance to the first virtual Annual Meeting of The International Conference of Funeral Service Examining Boards. He directed attendees to the information in the online platform and noted The Conference staff is available to assist during the meeting.

III. Appointment of Convention Committees – Charles Perine, President

President Perine announced the appointment of the following committees for the 117th Annual Meeting:

Credentials Committee

Blair Nelsen, District 2 Director
Robert Barnes, District 1 Director
Robert Gribble, District 5 Director
Sandy Mahon, District 8 Director

Audit Committee

Jennifer Kandt, District 9 Director
Chris Ferguson, District 7 Director
Jon Rettig, District 4 Director
Martin Rieken, District 6 Director

IV. Roll Call – Jennifer Kandt, Secretary/Treasurer

Ms. Kandt called the roll of member states, districts, and provinces. She reported there were 35 members represented out of the total membership of 55, which was a quorum to conduct business.

V. Introductions – Charles Perine, President

President Perine recognized the Past Presidents of The Conference and welcomed representatives from the American Board of Funeral Service Education and its accredited programs, the Cremation Association of North America, the International Cemetery, Cremation, and Funeral Association, the National Funeral Directors Association, the National Funeral Directors & Morticians Association, the Iowa Funeral Directors Association, and the Ohio Funeral Directors Association. Lastly, the Board of Directors introduced themselves and their respective districts.

VI. Finance Committee Report – Jennifer Kandt, Secretary/Treasurer

Ms. Kandt reported the Finance Committee reviewed and approved quarterly financial and investment reports for all four quarters of 2020 as well as reviewed the investment policy statement and recommended no changes. The committee reviewed the 2020 audit results noting no anomalies, reviewed and approved the 2021 budget, and oversaw the application and administration of the PPP loan. It was moved to approve the finance committee report as set forth. The motion carried.

VII. Professional Policy Committee Report – Blair Nelsen, Vice President

Mr. Nelsen reported the Professional Policy Committee reviewed and oversaw the administration of The Conference exam programs, overall pass rates, as well as other exam statistics. The committee monitored the effects of the COVID-19 pandemic on the exam program and oversaw The Conference's first virtual exam development meetings. Reviewing the progress of the upcoming textbook survey was also assigned to the committee. It was moved to approve the professional policy committee report as set forth. The motion carried.

VIII. Exam Committee Report – Keri Haines, NBE Arts Chair

Arts Committee Chairperson, Keri Haines, reported the Exam Committee participated in virtual exam development meetings for item and form reviews. Four committee members volunteered their time to participate in the virtual ABFSE Curriculum Workshop and seven members participated in an item writing workshop where over 500 items were developed for future exam development. She reported the committee, currently composed of 14 members, licensed in 15 different states, has dedicated over 3,500 volunteer hours to The Conference exam development process. Lastly, Ms. Haines shared that the exam committee chairs reviewed over 450 candidate comments.

IX. Model Practice Act – Charles Perine, President

Charles Perine, Chair of the Model Practice Act Review Committee, provided an overview of the recent review by the committee and highlighted the updates as well as membership feedback. It was moved to adopt the Model Practice Act as presented. The motion carried.

Presentations – Charles Perine, President

Attendees dismissed for a short break and returned to the virtual presentations:

Conference Overview

Conference Staff

Legal 2021

Dale Atkinson, Legal Counsel, Atkinson Firm

Board Complaints: Soup to Nuts – Panel

Cheryl Grossman, OH, Nicole McClendon, DC, Ellen Simon, FL

District Meetings

Attendees divided into small groups by district to discuss topics including: emergency orders during the pandemic, virtual hearings, disciplinary database, and an open discussion. An update on Conference membership poll topics from 2020 was shared with attendees.

X. Presentations continued – Charles Perine, President

The second day of the 117th Annual Meeting continued with presentations:

Funeral Service Administrators Forum

Funeral Board/Bureau/Agency Executive Staff

Board Member Training 101

Dale Atkinson, Atkinson Firm

Licensing Exams Demystified

Eric D'Astolfo, Pearson VUE, Sarah Gill & Dalene Paull, Conference Staff

District Meeting Debrief

Each district director provided an update on discussions from their meeting the previous day.

Pandemic: Lessons Learned & the Path Ahead – Panel

Glenn Bower, TX, Thomas Fuller, NY, Gina Sanchez, CA

Legislative Outlook

Dale Atkinson, Legal Counsel, Atkinson Firm

XI. Closing Session & Adjournment – Charles Perine, Past President

Board members for 2021-2022 were sworn in and the Executive Board for the coming year was introduced.

District 1: Robert Barnes

District 2: Blair Nelsen, President

District 3: Charles Perine, Past President

District 4: Jon Rettig, Sec/Treas. District 5: Robert Gribble

District 6: Martin Rieken

District 7: Chris Ferguson

District 8: Karen Carruthers

District 9: Jennifer Kandt, Vice President

Past President Perine thanked all in attendance for their participation during the first virtual meeting and invited attendees to the 118th Annual Meeting in Houston, Texas.