

## Delegates in Attendance:

Alabama Board of Funeral Service  
Alberta Funeral Services Regulatory Board  
Arkansas State Board of Embalmers & Funeral Directors  
California Cemetery and Funeral Bureau  
District of Columbia Department of Consumer & Regulatory Affairs  
Idaho Board of Morticians  
Kansas State Board of Mortuary Arts  
Kentucky Board of Embalmers & Funeral Directors  
Louisiana State Board of Embalmers & Funeral Directors  
Maine State Board of Funeral Service  
State Board of Morticians & Funeral Directors of Maryland  
Michigan Board of Examiners in Mortuary Science  
Minnesota Department of Health  
Missouri State Board of Embalmers & Funeral Directors  
Montana Board of Funeral Service  
Nebraska Board of Funeral Directing & Embalming  
Nevada State Funeral Board  
North Carolina Board of Funeral Service  
Ohio Board of Embalmers & Funeral Directors  
Oklahoma Funeral Board  
Funeral & Cremation Services Council of Saskatchewan  
South Carolina Board of Funeral Service  
Virginia Board of Funeral Directors and Embalmers  
Washington Department of Licensing Funeral & Cemetery Office  
Wyoming State Board of Embalming

**I. Call to Order – Sandy Mahon, President**

President Mahon called the meeting to order at 12:47 p.m. PDT.

**II. Welcome – Sandy Mahon, President**

President Mahon welcomed those in attendance to the Hyatt Regency in Newport Beach, CA. He directed the attendees to the information in their convention magazine and noted The Conference staff is on hand to offer assistance during the meeting.

**III. Appointment of Convention Committees – Sandy Mahon, President**

President Mahon announced that the following committees were appointed for the 112<sup>th</sup> Annual Meeting:

**The Credentials Committee**

Edward Muhleisen, Vice-President  
Lynn Armstrong-Patterson, District 2 Director  
Mack Smith, District 6 Director

**The Audit Committee**

Peter Burke, Secretary/Treasurer  
Bart Burton, District 9 Director  
Mark Ransford, District 4 Director

- IV. Roll Call – Peter Burke, CFSP, Secretary/Treasurer**  
Peter Burke called the roll of member states, districts, and provinces. He reported that there were 25 members represented out of the total membership of 55, which is a quorum.
- V. Introductions – Dr. Hari P. Close, II, CFSP, Past President**  
Past President Close 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, and the National Funeral Directors Association. Lastly, he introduced The Conference Board of Directors and staff.
- VI. Finance Committee Report – Peter Burke, CFSP, Secretary/Treasurer**  
Peter Burke reported the committee reviewed and approved quarterly financial and investment reports for all four quarters of 2015. Additionally, the committee reviewed The Conference’s Investment Policy Statement and recommended no changes, reviewed and approved the 2016 budget, and met with the auditor to review the 2015 audit results.
- VII. Professional Policy Committee Report – Mack Smith, District 6 Director**  
Mr. Smith reported the Professional Policy Committee reviewed policies, agreements, and guidelines for Conference committees and oversaw the communication/response of the 2016 exam administration policy changes. Additionally, the NBE scholarship process was reviewed and revised by the committee along with quarterly reviews of examination reports from Pearson Vue as well as continuous monitoring and investigation of exam security concerns. The committee reviewed the ABFSE NBE Liaison Committee requests and created clarifying language regarding the bar graph that is included on candidate reports. Lastly, the committee updated the policy for reviewing candidate comments/concerns and reviewed updates from Pearson VUE including new testing center security features, internal system changes, and exam management tools.
- VIII. Model Application Vote – Sandy Mahon, President**  
Sandy Mahon asked Peter Burke, Chair of the Model Application committee, to come forward and speak about The Conference Model Application for Funeral Service. Mr. Burke made a motion for the adoption of The Application by the delegate assembly. The floor was opened for comments with none brought forward. The Conference Model Application for Funeral Service was adopted unanimously.
- IX. Presentations – Sandy Mahon, President**  
Attendees were dismissed for a fifteen minute break at 1:20 pm PDT returning to the afternoon presentations.

**The Dalhousie Experience: Should Conduct as a Student Impact Professional Licensure?**

*Lori Long, Manager, Professional Conduct & Regulatory Affairs,  
Royal College of Dental Surgeons of Ontario*

**Recent Cases & What We Need to Learn from Them**

*Dale Atkinson, Legal Counsel  
Atkinson & Atkinson*

**X. Executive Session – Sandy Mahon, President**

It was moved and seconded for Conference members to enter into executive session at 4:15 p.m. PDT. Motion carried. It was moved and seconded to come out of executive session at 4:48 p.m. PDT. Motion carried. It was moved and seconded to ratify the decisions made in executive session including the approval of drafting resolution 1-2016 regarding a complaint to the American Board of Funeral Service Education Committee on Accreditation. Motion carried.

President Mahon adjourned the meeting for the day and welcomed all participants to the reception beginning at 5:30 p.m.

**XI. Vote on Resolution 1-2016 – Sandy Mahon, President**

President Mahon called the meeting back to order at 8:05 a.m. It was moved and seconded to adopt the final version of Resolution 1-2016. The motion carried.

**XII. Presentations continued – Sandy Mahon, President**

President Mahon continued the second day of the 112<sup>th</sup> Annual Meeting and introduced the next presentations.

**The Funeral Rule – What Regulators Need to Know**

*Craig Tregillus, Franchise Rule Coordinator  
Federal Trade Commission*

**System Automation – Capabilities, Implementation and Maintenance**

*Lynne Helmick, VA Board of Funeral Directors & Embalmers  
Vanessa Niekamp, OH Board of Embalmers & Funeral Directors*

**District Meetings**

**Board of Directors Meeting and Photos**

**Awards Luncheon and Reports**

**Creating the Model Licensee**

*Panel Discussion*

**Group Exercise**

*Ensuring the Highest Standards in Funeral Service Regulation*

**XIII. Adjournment – Sandy Mahon, President**

President Mahon thanked all in attendance for their participation over the past two days and invited attendees to Hilton Head, South Carolina for the 113<sup>th</sup> Annual Meeting in Hilton Head, South Carolina in March 2017.