

Delegates in Attendance:

Alabama Board of Funeral Service
Alberta Funeral Services Regulatory Board
Arkansas State Board of Embalmers & Funeral Directors
California Cemetery & Funeral Bureau
Delaware Division of Professional Regulation, Board of Funeral Services
District of Columbia Board of Funeral Directors
Florida Division of Funeral, Cemetery & Consumer Services
Idaho Board of Morticians
Kansas State Board of Mortuary Arts
Louisiana State Board of Embalmers & Funeral Directors
Maine State Board of Funeral Service
Maryland State Board of Morticians & Funeral Directors
Michigan Board of Examiners in Mortuary Science
Minnesota Department of Health, Mortuary Science Section
Missouri State Board of Embalmers & Funeral Directors
Montana Board of Funeral Service
Nebraska Board of Funeral Directing & Embalming
Nevada State Funeral & Cemetery Services Board
North Carolina Board of Funeral Service
Ohio Board of Embalmers & Funeral Directors
Pennsylvania State Board of Funeral Directors
Funeral & Cremation Services Council of Saskatchewan
South Carolina Board of Funeral Service
South Dakota State Board of Funeral Service
Virginia Board of Funeral Directors & Embalmers
Washington Department of Licensing, Funeral & Cemetery Office
Wyoming State Board of Funeral Service Practitioners

- I. **Call to Order – Sandy Mahon, President**
President Mahon called the meeting to order at 12:45 p.m. EST.
- II. **Welcome – Sandy Mahon, President**
President Mahon welcomed those in attendance to the Omni Hilton Head Oceanfront Resort in Hilton Head, South Carolina. He directed the attendees to the information in their meeting 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 the following committees were appointed for the 113th Annual Meeting:

The Credentials Committee

Edward Muhleisen, Vice President
Lynn Armstrong-Patterson, District 2 Director
Robert Barnes, District 1 Director
Mack Smith, District 6 Director

The Audit Committee

Sandy Sebastian, Secretary-Treasurer
Charles Perine, District 3 Director
Mark Ransford, District 4 Director

IV. Roll Call – Sandy Sebastian, Secretary/Treasurer

Sandy Sebastian called the roll of member states, districts, and provinces. She reported that there were 27 members represented out of the total membership of 56, which was 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, the National Funeral Directors Association, and the Academy of Professional Funeral Service Practice. Lastly, he introduced The Conference Board of Directors and staff.

VI. Finance Committee Report – Sandy Sebastian, Secretary/Treasurer

Ms. Sebastian reported the committee reviewed and approved quarterly financial and investment reports for all four quarters of 2016. Additionally, the committee reviewed The Conference's Investment Policy Statement and insurance coverage, reviewed and approved the 2017 budget, and met with the auditor to review the 2016 audit results.

VII. Professional Policy Committee Report – Edward Muhleisen, Vice President

Mr. Muhleisen reported the Professional Policy Committee reviewed policies, agreements, and guidelines for Conference committees and oversaw the examination updates including quarterly reviews of reports from Pearson Vue. Additionally, the NBE scholarship process distribution timeline was revised to twice per year and the committee oversaw the soft launch of electronic scores to member boards which is scheduled to complete in 2017. Lastly, the committee reviewed the 2016 Item Writing Workshop summary as well as the 2017 Job Task Analysis vendor proposal process.

VIII. Conference Model Practice Act Vote – Sandy Mahon, President

Sandy Mahon asked Lisa Moore, Chair of the Model Practice Act Review committee, to come forward and speak about the revisions made to the MPA. Ms. Moore highlighted the construction process from the beginning phase to present and addressed some of the revisions made by the committee after a comment solicitation process. She made a motion for the adoption of the amended Model Practice Act by the delegate assembly. The floor was opened for comments with a representative from an ABFSE mortuary program addressing the non-inclusion of an associate's degree from an approved ABFSE program to the funeral director license requirement and further requesting the language be added. There were no other comments brought forward. The amended Conference Model Practice Act for Funeral Service was adopted unanimously.

IX. Presentations – Sandy Mahon, President

Attendees were dismissed for a fifteen minute break at 1:25 pm EST returning to the afternoon presentations.

Lions, and Tigers, and Validity, Oh MY!

Dr. Julie Miles, Vice President, Global Measurement & Research, Pearson VUE

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 4:16 p.m. EST. Motion carried. It was moved and seconded to come out of executive session at 5:27 p.m. EST. Motion carried.

President Mahon adjourned the meeting for the day and welcomed all participants to the reception.

XI. Presentations continued – Sandy Mahon, President

President Mahon continued the second day of the 113th Annual Meeting and introduced the next presentations.

ecoLation Presentation

Jennifer Muldowney, ecoLegacy

Group Exercise

Model Internship Program

District Meetings

Board of Directors Meeting and Photos

Awards Luncheon and Reports

Conference Express

Funeral & Cemetery Trust Responsibilities & Audit Procedures

Lucy Richards, MT Board of Funeral Service

Exam Security & Creating Student Compliance

Mark Evely, Wayne State University

Cremation Regulation & Certification Trends

Barbara Kemmis, CANA

Substantiating Licensure Credibility – Courage, Brains, and Heart

Panel Discussion

Conference Fishbowl

XIII. Adjournment – Sandy Mahon, President

President Mahon thanked all in attendance for their participation over the past two days and invited attendees to New Orleans for the 114th Annual Meeting.