

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
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
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
Nevada State Funeral & Cemetery Services Board
New Jersey State Board of Mortuary Science
North Carolina Board of Funeral Service
Ohio Board of Embalmers & Funeral Directors
Funeral & Cremation Services Council of Saskatchewan
South Carolina Board of Funeral Service
South Dakota State Board of Funeral Service
Utah Board of Funeral Service
Virginia Board of Funeral Directors & Embalmers
Washington Department of Licensing, Funeral & Cemetery Office

I. Call to Order – Edward Muhleisen, President

President Muhleisen called the meeting to order at 12:45 p.m. CST.

II. Welcome – Edward Muhleisen, President

President Muhleisen welcomed those in attendance to the International House Hotel in New Orleans, Louisiana. He directed the attendees to the information in their online materials and noted The Conference staff is on hand to offer assistance during the meeting.

III. Appointment of Convention Committees – Edward Muhleisen, President

President Muhleisen announced the following committees were appointed for the 114th Annual Meeting:

Credentials Committee

Sandy Sebastian, Vice President
Robert Barnes, District 1 Director
Blair Nelsen, District 2 Director
Mack Smith, District 6 Director

Audit Committee

Mark Ransford, Secretary-Treasurer
Bart Burton, District 9 Director
Sandy Mahon, District 8 Director
Charles Perine, District 3 Director

- IV. Roll Call – Mark Ransford, Secretary/Treasurer**
Mark Ransford called the roll of member states, districts, and provinces. He reported there were 25 members represented out of the total membership of 56, which was a quorum.
- V. Introductions – Sandy Mahon, Past President**
Past President Mahon 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 National Funeral Directors & Mortician Association. Lastly, he introduced The Conference Board of Directors and staff.
- VI. Finance Committee Report – Mark Ransford, Secretary/Treasurer**
Mr. Ransford reported the committee reviewed and approved quarterly financial and investment reports for all four quarters of 2017. Additionally, the committee reviewed The Conference’s Investment Policy Statement, insurance coverage, and met with the auditor to review the 2017 audit results. The 2018 budget was reviewed and approved by the committee including a \$35 per section increase in fee for the NBE, a \$10 increase for the Practice National & State Board Exam, as well as nominal meeting registration increases. It was moved and seconded to approve the finance committee report as set forth. The motion carried.
- VII. Professional Policy Committee Report – Sandy Sebastian, Vice President**
Ms. Sebastian reported the Professional Policy Committee oversaw the implementation of the Job Task Analysis (JTA) Survey, including the marketing and publicity used to promote participation. The Committee also reviewed the JTA survey results, as well as the updated National and State Board Examination blueprint. The cognitive level requirements and passing standard for the National and State Board exams were reviewed by the committee, which were then approved by the board. The oversight of development and administration of The Conference exam programs, review of updates to the Regulations in Licensing book, monitoring of exam security irregularities and candidate concerns were also reviewed. Lastly, the committee oversaw the transition of electronic score transfers to licensing boards, completed on October 1, 2017. It was moved and seconded 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 Examination Committee participated in an Item Review Meeting, including a review of 300 exam items, and a Form Review Meeting over the course of the past year. Preparation of the exam to reflect the updated blueprint as well as the re-referencing of items to the updated ABFSE Curriculum Outline and textbook reference list was also completed. Haines reported the committee, currently composed of 12 members licensed in a total of 17 different states, has dedicated nearly 4,000 volunteer hours to The Conference and the exam development process. Lastly, Ms. Haines shared that over 500 candidate comments were reviewed.
- IX. Presentations – Edward Muhleisen, President**
Attendees were dismissed for a fifteen minute break at 1:30 pm CST returning to the afternoon presentations.

Cultivating Exam Constructs: Job Task Analysis Overview

Dr. Kathleen Gialluca, Senior Research Scientist, Pearson VUE

Recent Cases & What We Need to Learn from Them

Dale Atkinson, Legal Counsel, Atkinson & Atkinson

X. Executive Session – Edward Muhleisen, President

It was moved and seconded for Conference members to enter into executive session at 4:26 p.m. CST. Motion carried. It was moved and seconded to come out of executive session at 5:24 p.m. CST. Motion carried.

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

XI. Presentations continued – Edward Muhleisen, President

President Muhleisen continued the second day of the 114th Annual Meeting and introduced the next presentations.

Secrets, Scandals, and Lies

Panel Discussion

Discipline Power Hour

Jennifer Semko, Partner, Baker & McKenzie LLC

District Meetings

Board of Directors Meeting and Photos

Awards Luncheon and Reports

The Good, The Bad, The Crazy

Jennifer Semko, Partner, Baker & McKenzie LLC

Hurricane Katrina – 13 Years Later – What We Learned

Edward Muhleisen, ICFSEB President, LA State Board of Embalmers & Funeral Directors

Conference Fishbowl

Mark Ransford, Moderator

XII. Adjournment – Edward Muhleisen, President

President Muhleisen thanked all in attendance for their participation over the past two days and invited attendees to San Diego for the 115th Annual Meeting.