

**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 117<sup>th</sup> 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 117<sup>th</sup> 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 118<sup>th</sup> Annual Meeting in Houston, Texas.