

## Delegates in Attendance:

Charles Perine, Alabama Board of Funeral Service  
Karen Carruthers, Alberta Funeral Services Regulatory Board  
Amy Goode, Arkansas Board of Embalmers, Funeral Directors, Cemeteries, & Burial Services  
Andrew Parsell, Delaware Division of Professional Regulation, Board of Funeral Services  
Asanti Williams, District of Columbia Board of Funeral Directors  
Ellen Simon, Florida Division of Funeral, Cemetery, & Consumer Services  
Brad Coman, Georgia State Board of Funeral Service  
Steve Gordon, Idaho Board of Morticians  
Kathleen Matuszak, Indiana Professional Licensing Agency  
Martin Rieken, Iowa Department of Public Health, Bureau of Professional Licensure  
Rodney McFarland, Sr., Louisiana Board of Embalmers & Funeral Directors  
Dr. Mark Bailey, Maryland Board of Morticians and Funeral Directors  
Ben Parker, Michigan Board of Examiners in Mortuary Science  
Patty Faenger, Missouri Board of Embalmers & Funeral Directors  
Jennifer Kandt, Nevada Funeral & Cemetery Services Board  
Christian Watson, North Carolina Board of Funeral Service  
William Wappner, Ohio Board of Embalmers & Funeral Directors  
Kenneth DuPree, Pennsylvania State Board of Funeral Directors  
Amy Holleman, South Carolina Board of Funeral Service  
Randall Brennick, South Dakota Board of Funeral Service  
Robert Gribble, Tennessee Board of Funeral Directors & Embalmers  
Glenn Bower, Texas Funeral Service Commission  
Jeff Zealley, Utah Board of Funeral Service  
Lacyn Barton, Virginia Board of Funeral Directors & Embalmers  
Rick Little, Washington Department of Licensing, Funeral & Cemetery Office  
Joseph Schinkten, Wisconsin Funeral Directors Examining Board  
Guy Beaudoin, Wyoming Board of Funeral Service Practitioners

### I. Call to Order – Blair Nelsen, President

President Nelsen called the meeting to order at 9:03 a.m. CST.

### II. Welcome – Blair Nelsen, President

President Nelsen welcomed those in attendance to the Hyatt Regency Galleria in Houston, TX. He directed attendees to the information in the online materials and noted The Conference staff is on hand to offer assistance during the meeting.

### III. Appointment of Convention Committees – Blair Nelsen, President

President Nelsen announced the following committees were appointed for the 118<sup>th</sup> Annual Meeting:

#### Credentials Committee

Jennifer Kandt, District 9 Director  
Robert Gribble, District 5 Director  
Martin Rieken, District 6 Director

#### Audit Committee

Jon Rettig, District 4 Director  
Charles Perine, District 3 Director  
Karen Carruthers, District 8 Director

**IV. Roll Call – Jon Rettig, Secretary/Treasurer**

Mr. Rettig called the roll of member states, districts, and provinces. He reported there were 27 members represented out of the total membership of 55, which was a quorum to conduct business.

**V. Introductions – Charles Perine, Past President**

Past 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 International Cemetery, Cremation, and Funeral Association, the National Funeral Directors Association, and the National Funeral Directors & Morticians Association. Lastly, he introduced The Conference Board of Directors and staff. It was noted that District 1 Director, Robert Barnes, was unable to attend due to health reasons and the District 7 Director position was currently vacant.

**VI. Finance Committee Report – Jon Rettig, Secretary/Treasurer**

Mr. Rettig reported the Finance Committee reviewed and approved quarterly financial and investment reports for all four quarters of 2021. Additionally, the committee reviewed the investment policy statement recommending no changes. Lastly, the committee met with the auditor to review the 2021 audit results and reviewed and approved the 2022 budget. It was moved and seconded to approve the finance committee report as set forth. The motion carried.

**VII. Professional Policy Committee Report – Jennifer Kandt, Vice President**

Ms. Kandt reported the Professional Policy Committee reviewed and oversaw the administration of The Conference exam programs and statistics, including the 2021 pass rates and exam development/item writing meetings. The committee reviewed the progress of the Job Task Analysis (JTA) and Standard Setting process with the updated exam forms scheduled to go live in January 2023. Members oversaw several exam program updates, including implementation of the revised retake policy for NBE/SBE exams, updates to the candidate experience, and first-time release results to ABFSE accredited programs. The committee continued to review candidate concerns while monitoring and investigating exam security risks. It was moved and seconded to approve the professional policy committee report as set forth. The motion carried.

**VIII. Exam Committee Report – John Rice, NBE Exam Committee Member**

Mr. Rice reported the Exam Committee met virtually for two development meetings, an item review meeting and a forms review meeting, over the course of the past year. Four committee members volunteered to participate in the ABFSE Curriculum Workshop and six members participated in an item writing workshop where over 300 items were drafted, revised, and prepared for committee review. Lastly, he reported the committee, currently composed of 14 members licensed in a total of 16 different states, has dedicated over 3,000 volunteer hours to The Conference exam development process.

**IX. Presentations – Blair Nelsen, President**

Attendees were dismissed for a fifteen-minute break at 9:40 a.m. CST returning to the morning presentations:

**Conference Overview Panel**

*Conference Staff*

**Respect of Human Remains in Regulation**

*Jennifer Kandt, ICFSEB Vice President, NV Funeral & Cemetery Board*

## **Luncheon**

### **District Meetings/Reports**

Attendees divided into small groups by districts to discuss topics including: obstacles and opportunities from COVID, split vs. combined licensure, educational trends, and legally defensible exams. A report from each district meeting was shared with attendees afterwards.

#### **X. Executive Session – Blair Nelsen, President**

It was moved and seconded for Conference members to enter into executive session at 4:21 p.m. CST. Motion carried. It was moved and seconded to come out of executive session at 4:53 p.m. CST. Motion carried.

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

#### **XI. Presentations continued – Blair Nelsen, President**

President Nelsen continued the second day of the 118<sup>th</sup> Annual Meeting and introduced the next presentations:

##### **Top Regulatory Cases**

*Dale Atkinson, Atkinson & Atkinson*

##### **Concurrent Sessions**

*Funeral Service Administrators Forum*

*Exam Roundup*

*Conference Fishbowl*

##### **Awards Luncheon**

#### **XII. Adjournment & Dismissal to National Museum of Funeral History - Blair Nelsen, President**

President Nelsen thanked all in attendance for their participation over the past two days and invited attendees to the 119<sup>th</sup> Annual Meeting in Chandler, Arizona. Attendees were dismissed for the afternoon tour of the National Museum of Funeral History.