## ICFSEBlogo

**119th Annual Meeting Minutes**

**Wednesday – Thursday March 1-2, 2023**

**Chandler, AZ**

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| **Delegates in Attendance:** | |
| Charles Perine, Alabama Board of Funeral Service | |
| Karen Carruthers, Alberta Funeral Services Regulatory Board  Natasha Culbertson, Arizona State Board of Funeral Directors and Embalmers | |
| Amy Goode, Arkansas Board of Embalmers, Funeral Directors, Cemeteries, & Burial Services | |
| John McGuire, District of Columbia Board of Funeral Directors  Brad Coman, Georgia State Board of Funeral Service | |
| Brian McBride, Idaho Board of Morticians  Susan Reynolds, Iowa Department of Public Health, Bureau of Professional Licensure | |
| Rodney McFarland, Sr., Louisiana Board of Embalmers & Funeral Directors  Robert Barnes, Maine State Board of Funeral Services | |
| Michele Kutta, Maryland Board of Morticians and Funeral Directors | |
| Ben Parker, Michigan Board of Examiners in Mortuary Science  Carlena Weiland, Minnesota Department of Health | |
| Steve Brunken, Nebraska Board of Funeral Directing and Embalming  Jennifer Kandt, Nevada Funeral & Cemetery Services Board  Dr. Steven Lyons, North Carolina Board of Funeral Service  Kortney Adams, Nova Scotia Board of Registration | |
| George Horne, Ohio Board of Embalmers & Funeral Directors  Kenneth DuPree, Pennsylvania State Board of Funeral Directors  Gay Patrick, Funeral and Cremation Services Council of Saskatchewan  Amy Holleman, South Carolina Board of Funeral Service  Randall Brennick, South Dakota Board of Funeral Service  Robert Gribble, Tennessee Board of Funeral Directors & Embalmers  Barbara Trites, Utah Board of Funeral Service | |
| Jason Graves, Virginia Board of Funeral Directors & Embalmers | |
| Rick Little, Washington Department of Licensing, Funeral & Cemetery Office  Linda Lyter, West Virginia Board of Funeral Service Examiners  Guy Beaudoin, Wyoming Board of Funeral Service Practitioners | |

**I. Call to Order – Jennifer Kandt, President**

President Kandt called the meeting to order at 9:03 a.m. MST.

**II. Welcome – Jennifer Kandt, President**

President Kandt welcomed those in attendance to Crowne Plaza Phoenix-Chandler Resort. She 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 – Jennifer Kandt, President**

President Kandt announced the following committees were appointed for the 119th Annual Meeting:

**Credentials Committee Audit Committee**

Jon Rettig, District 4 Director Karen Carruthers, District 8 Director

Robert Barnes, District 1 Director Robert Gribble, District 5 Director

Charles Perine, District 3 Director Blair Nelsen, District 2 Director

Rodney McFarland, District 7 Director

**IV. Roll Call – Marty Rieken, Secretary/Treasurer**

Mr. Rieken called the roll of member states, districts, and provinces. He reported there were 28 members represented out of the total membership of 55, which was a quorum to conduct business.

**V. Introductions – Blair Nelsen, Past President**

Past President Nelsen recognized the Past Presidents of The Conference and welcomed representatives from 3 national associations and 10 accredited mortuary science programs. Lastly, he introduced The Conference Board of Directors and staff. President Kandt then returned to the stage to honor Conference volunteers for their dedication and service.

**VI. Finance Committee Report – Marty Rieken, Secretary/Treasurer**

Mr. Rieken reported the Finance Committee reviewed and approved quarterly financial and investment reports for all four quarters of 2022. Additionally, the committee reviewed the investment policy statement recommending no changes. Lastly, the committee reviewed and approved the 2023 budget and approved an auditor for the 2022-2024 financials. It was moved and seconded to approve the finance committee report as set forth. The motion carried.

**VII. Professional Policy Committee Report – Jon Rettig, Vice President**

Mr. Rettig reported the Professional Policy Committee reviewed the exam administration reports, which included the number of exams given, exam development fees, exam administration costs, NBE pass rates, and other statistics. They also oversaw The Conference’s exam development meetings, reviewed the progress of the Job Task Analysis (JTA) and Standard Setting process resulting in the updated content outline and passing standards for 2023 exams. They monitored updates to the NBE score reports, approved posting statistics to the website, allowing calculator access during exams, and the issuance of individual wall certificates per exam section. They also reviewed comments and concerns submitted to The Conference and monitored the security of the exam program. It was moved and seconded to approve the professional policy committee report as set forth. The motion carried.

**VIII. Exam Committee Report – Brevin Clifford, NBE Exam Committee Member**

Mr. Clifford reported the Exam Committee met virtually for development meetings, an item review meeting and a forms review meeting, over the course of the past year. Four committee members participated in the in-person JTA meeting in Dallas, Texas, and five members participated in the in-person JTA meeting in Chicago, Illinois. Two committee members participated in the ABFSE Curriculum Workshop. Committee members also reviewed comments left by candidates during their exam administrations.

**IX. Presentations – Jennifer Kandt, President**

The morning’s panel presentation was introduced.

**All Things Exam**

*Dan Holthus, Pearson VUE*

*James Ingrisone, Pearson VUE*

*John Runsvold, Representing ICFSEB Job Task Analysis Committee*

*Stephanie Gilman, Representing ICFSEB Exam Committee*

*Michael Grandi, Representing ICFSEB Standard Setting Committee*

*Jolena Grande, Representing ICFSEB Item Writer*

**Luncheon**

**District Meetings/Reports**

Attendees divided into small groups by districts to discuss topics including: professional standards in funeral service, current regulatory issues facing the membership, emerging methods of disposition, and de-regulation efforts. A report from each district meeting was shared with attendees afterwards.

**X. Executive Session – Jennifer Kandt, President**

It was moved and seconded for Conference members to enter into executive session at 4:19 p.m. MST. Motion carried. It was moved and seconded to come out of executive session at 4:56 p.m. MST. Motion carried.

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

**XI. Presentations continued – Jennifer Kandt, President**

President Kandt continued the second day of the 119th Annual Meeting and introduced the next presentations:

**Top Regulatory Cases**

*Dale Atkinson, Atkinson & Atkinson*

**Recipe for Success: Tell Us How You Do It**

*Mark Evely, Wayne State University*

*Jolena Grande, Cypress College*

*Steve Spann, John A. Gupton College*

*Tony Moore, Northampton Community College*

**Babies in the Ceiling… Wait, Did I Read That Right?**

*Ben Parker, Michigan Board of Mortuary Science*

**Policy Making & Body Raking**

*Dale Atkinson, Atkinson & Atkinson*

**Awards Luncheon**

**XII. Adjournment – Jennifer Kandt, President**

President Kandt thanked all in attendance for their participation over the past two days and invited attendees to the 120th Annual Meeting in Myrtle Beach, South Carolina. Attendees were dismissed to attend the afternoon’s concurrent sessions.

**Concurrent Sessions**

*Funeral Service Administrators Forum*

*Conference Initiatives, Conference Staff*