

**AMERICAN BOARD OF FUNERAL SERVICE EDUCATION**  
55<sup>th</sup> ANNUAL MEETING

**MINUTES**

Friday, April 21, 2017  
10:30 am

Springs ABCDE  
DoubleTree Resort by Hilton  
Myrtle Beach, South Carolina

***\*\*These minutes will be presented for approval at the 56<sup>th</sup> Annual Meeting in Cypress, CA.\*\****

Meeting was called to order at 10:30 am by President Karl Kann. President Kann then led everyone in the Pledge of Allegiance.

Invocation and Prayer of Remembrance was given by James Shoemake, Dallas Institute of Funeral Service. The following were remembered in prayer: Robert Boettger, John Chew, Henry “Trail” Hunter Jordan Jr., Dr. Ronald L. Montgomery, Sr. and Don Webb.

President Kann introduced David Martin, “host” from Piedmont Technical College. Mr. Martin welcomed attendees to Myrtle Beach and reminded everyone of the reception to take place on the Palmetto Lawn that evening.

President Kann appointed Mark Evely (Wayne State University) parliamentarian.

Roll was called by ABFSE Vice President Jzyk Ennis, Jefferson State Community College, followed by self-introductions of all attendees.

Institution	Representative
Amarillo College	Brant Davis; Scott M. Edwards
American Academy McAllister Institute	George Connick, Brian L. Kasler, Judith Adamik-Kasler, Pamela McBrayne
American River College	Valerie Rose, Robert Holmes
Arapahoe Community College	Martha Thayer
Arkansas State University – Mountain Home	Matt Buel
Carl Sandburg College	Tim Krause; Matt Kendall
Chandler-Gilbert Community College	Thomas R. Taggart
Cincinnati College of Mortuary Science	Jack E. Lechner Jr.
Commonwealth Institute of Funeral Service	Jason Altieri
Community College of Baltimore College	Brian Burke
Cypress College	Jolena Grande, Damon de la Cruz
Dallas Institute of Funeral Service	James “Jim” Shoemake; Wayne Cavender, Jill Karn
Delgado Community College	Connie Green-Daugherty
Des Moines Area Community College	Kevin Patterson
Eastwick College	Daniel Simone
Fayetteville Technical Community College	Ronald “Lynn timer”. Montgomery, Jr.

Fine Mortuary College	Kevin Koch, Peter Masuzzo
Florida State College – Jacksonville	Robert J. Dean
Gupton-Jones College of Funeral Service	Antonio C. Wallace, Duane H. Piel
Ivy Tech Community College of Indiana - Northwest	Nhemya Ward
Jefferson State Community College	Venus N. R. Smith; Jzyk S. Ennis
John A. Gupton College	Steve Spann
John Tyler Community College	Janet M. Stephens
Lake Washington Institute of Technology	Jamye D. Cameron
Lincoln College of New England	Paul N. Warren
Malcolm X College	Amy Gray
Mercer County Community College	Michael T. Daley
Miami Dade Collage	Joseph Finocchiaro
Mid-America College of Funeral Service	Gary Bridgewater
Milwaukee Area Technical College	Julian Jasper, Jr.
Mt. Ida College	Sarah Stopyra
Nassau Community College	Michael F. Mastellone
Northampton Community College	Tony Moore
Piedmont Technical College	David B.Martin; Dedrick A. Gantt
Pittsburgh Institute of Mortuary Science	Eugene Ogrodnik, Barry Lease
Salt Lake Community College	David S. Hess
San Antonio College	Jose Luis Moreno
Southern Illinois University Carbondale	Anthony Fleege
St. Louis Community College	David Coughran
St. Petersburg College	Kevin Davis
State University of New York – Canton	David R. Penepent, Ralph Klicker
Tidewater Community College	Kimberly Jones
University of Arkansas Community College at Hope	Karen Davis
University of Central Oklahoma	John Fritch
University of Minnesota	Michael LuBrant
Wayne State University	Mark Evely
Worsham College of Mortuary Science	Karl Kann; Stephanie Kann, Leili McMurrough
National Funeral Directors Association	Robert C. Moore IV, Charles Bowman, Heather Braatz, Randall Earl, Carmella Hanson, Lacy Robinson
National Funeral Directors & Morticians Association	Billie Watson-Hughes, Elois Saucers
Public Members	David Edds

50 of 64 members present. A quorum was declared.

Also in attendance:

Catherine Gannon, Team Chair  
Melton Jones, Team Chair

Robert C. Smith III, ABFSE Executive Director  
Deb Tolboom, ABFSE Executive Assistant

President Kann recognized guests present: Rebecca M. Robidas-Gardner representing Northeast Texas Community College (in Candidacy); Barbara Kemmis, Tim Borden and Bob Boettinger representing the Cremation Association of North America; Dwayne Calloway, John Kirksey, and Dr. Naciem Yousif representing the University of the District of Columbia Community College (applying for Candidacy).

President Kann expressed appreciation to Service Corporation International for its sponsorship of the reception that was held on Wednesday evening April 19, 2017.

President Kann recognized all the exhibitors that participated in the 3<sup>rd</sup> Annual Exhibition/Trade Show and particularly those who were Bronze Sponsors.

MOTION (Altieri); second (Spann) to adopt the Agenda as presented.

VOTE: Passed unanimously.

MOTION (Spann); second (Davis) to approve the Minutes of the annual meeting in Houston, Texas on April 15, 2016 was presented.

VOTE: Approved unanimously.

### **Report from ABFSE President, Karl Kann**

- President Kann reported that there has been progress made on several initiatives mentioned a year ago. Professional development continues to improve and the increased attendance at workshops is encouraging. It is clear that the members are dedicated to funeral service education, students and the profession. He commended the members for taking the work done at the annual conference back to their schools.
- This year a record number of exhibitors participated in the annual conference. They bring new ideas and potential partnerships to the ABFSE. Special thanks was given to Gene Ogrodnik for his vision that encourages growth and enhanced the meetings.
- **Report on the Strategic Plan**  
President Kann reminded those in attendance that it is important to state goals and move forward to achieve them. A strategic plan is necessary and its importance was stressed by Franc Solis' presentation on Wednesday April 2019 during the strategic planning session. Franc facilitated a look back to highlight shortcomings from previous years and what could be done to change them in the future. Franc graciously offered to lead us through the process of creating and implementing a new strategic plan. Franc's commitment to and support of this program is value and appreciated. As we move forward with this strategic plan, Franc will be asking for input. All are strongly encouraged to participate and offer their input. This is an opportunity for the members to have a voice in what is done.
- Advocacy is another area of concern for President Kann. He emphasized the importance of the ABFSE having control over the narrative of the profession. He acknowledged that this may seem like a lofty and unattainable goal, but if the members work together, he is confident that it can be accomplished. He asked each of the members to look at the laws of their state and note when they are being changed or up for review. This will allow members to know when the statutes that impact the profession are being discussed. Members were encouraged to let the ABFSE officers know when statutes are being discussed so that the ABFSE can advocate on their behalf.

- President Kann expressed appreciation to the ABFSE staff for their work in planning the annual conference.

### **Report from Robert C. Smith III, Executive Director**

R. Smith expressed appreciation to the ABFSE for having him as Executive Director. He recalled travelling to St. Joseph MO to start the job in January 2014, and then watching the office being moved to New Jersey in the summer of 2016.

The new office, new Executive Assistant and a new and improved Annual Conference with expanded exhibitors was acknowledged.

- Special thanks was given to the ABFSE officers, the members of the COA, the ABFSE public members and the team chairs. The efforts of the committee chairs and program directors who contact the ABFSE office with updates regarding their schools and programs is appreciated. Members were encouraged to contact the ABFSE office with their questions and concerns. The association members who provide financial support to the ABFSE as well as input regarding the needs of the profession were acknowledged. Funeral service education must be cognizant of what is needed if it is to be relevant in preparing the next generation of funeral service practitioners.
- The ABFSE scholarship program and scholarship programs of other related organizations benefit students. Attendees were encouraged to make their students aware of available scholarships as well as reach out to those who might contribute to the scholarship program. The scholarship fund must be maintained so that scholarships can be awarded.
- The ABFSE is about accreditation and in that role it is recognized by the US Department of Education and CHEA, Council for Higher Education Accreditation. That recognition allows funeral service education to be accredited by funeral service. If funeral service education was accredited by the same agency that accredits nurses or social workers or landscape architects or mid-wives, then an organization that knows little about funeral service would be setting the standards for funeral service education.
- In June 2015, the ABFSE submitted its recognition renewal petition to the US Department of Education and appeared before NACIQI in December 2015. On April 10, 2017 a progress report was submitted to the Department on topics that needed attention. The definition of “credit hours” was added to the standards and signed copies of Conflict of Interest forms used by the COA were submitted. The evaluation of 3-year NBE pass rates was also included as a result of federal guidelines. Members were reminded that federal guidelines require accrediting agencies to evaluate and share data about licensing exam pass rates, graduation rates and job placement rates. To comply with these requirements, the ABFSE Directory containing this information is available on the ABFSE website. In the future each program will be required to have that information on their website. The 2016 Annual Report was used to determine NBE pass rates, graduation rates and job placement rates. Following the April 2017 meeting, each program director will receive an updated chart that reflects this information. The program director is encouraged to review the information carefully and report any discrepancies to the ABFSE office. The ABFSE will most likely appear before NACIQI again in October 2017. The Executive Director expects to be challenged regarding the 60% NBE pass rate that is used as an evaluation benchmark. If any change is to be made in this benchmark, it will be the result of compliance with the Department of Education.
- Any adverse actions determined by the COA must be reported to the US Department of Education and posted on the accreditor’s website. Adverse actions are Probation, Show Cause and Removal of Accreditation. Warning status is only reported to the institution. CHEA is lobbying for disclosure of the complete COA decision letters issued to schools. Generally, the accreditation community is resisting. One change in this area cannot be

avoided. ABFSE serves as “gatekeeper” for 8 private institutions. Should one of those schools be cited for an adverse action, the entire decision letter must now be posted on the ABFSE website.

- Online submission of the Annual Report was required by February 15, 2017 and 99% of the schools met the deadline. Submission of the accompanying hardcopy, lists, cohort tracking and assessment plans was not done in as timely a manner. Timely submission of the data is critical so that the ABFSE can compile the statistics required by the government, and expected by the industry and the public. Attention to detail is critical when submitting the Annual Report. Cohort tracking is intended to make the task of completing the Annual Report easier and more accurate.
- Assessment plans are critical in proving to the US Department of Education and CHEA that assessment is a required element of re-accreditation. The COA added submission of assessment plans to the Annual Report so that schools will be equipped to provide an acceptable assessment process when they are being re-accredited. The intent of assessment is to understand how outcomes are being accomplished and using the information gained to make a program better. This year a COA sub-committee evaluated the assessment plans submitted with the 2016 Annual Report. The plans were placed into 3 groups: 40% were found to be lacking, 33% were adequate and 27% were good. Program directors will get a letter in the coming weeks indicating the category of their submitted assessment plans. Typical deficiencies were failure to assess stated aims and objectives and no demonstration of the use of assessment data for program improvement. Statistics from the 2016 Annual Report were reviewed by the COA and Executive Committee during their recent meetings and will be emailed to the program directors following the April 2017 meeting.
- Implementation of JURA is a part of the Strategic Plan to streamline the Self Study process and improve services to the schools.
- The ABFSE accredits distance learning and the Department of Education expects a report on distance learning. Based on the 2016 Annual Report information, 44 programs offer some distance learning (in some cases that is 1-3 courses; in many cases only general education is offered via distance learning), 21 programs offer funeral courses and 10 programs offer the full degree via distance learning. Last year 21.8% of all graduates were reported as having finished 50% or more of their coursework via distance learning. A critical element of distance learning is that there be substantive interaction between student and instructor. According to the Department of Education this must be “regular and consistent interaction”. The Babson Survey Research Group in February 2016 indicated that the number of students taking online courses is continuing a growth trend that has been consistent for 13 years. According to the report, 28% of higher education students nationwide are enrolled in at least one online course. A program considering expansion into distance learning must complete the Substantive Change Form #9 found in Appendix K of the Accreditation Manual. Attention must be paid to Appendix E in the Manual, which is “Guidelines for Distance Learning”. Distance learning graduates must be identified in a separate list of grads accompanying the Annual Report and provisions must be established to insure the identity of students earning credit for distance learning coursework and to insure student privacy. Students enrolled in distance learning must be thoroughly informed of the needs and expectations of distance learning courses. Program assessment should compare the success of distance learning graduates to those students learning in the traditional setting. A new concern in distance learning has been an interpretation that student participation in out-of-state clinical environments might be viewed as distance learning by the Department of Education. The ABFSE will be watching that development closely.

Distance learning is one of the areas that will receive significant attention during the coming Review of Standards.

- ABFSE Standards undergo review every 5 years and 2017 is the 5-year point. A survey will be going out to the members asking for comments on the existing standards and participation is encouraged. The COA will look at the initial response to the Review of Standards during their October 2017 meeting.
- The second step in the 2 year increase in the annual re-accreditation fee takes effect for fiscal year 2018. Invoices will be sent on May 1<sup>st</sup> and are due September 1, 2017.
- Most of the sessions at the 55<sup>th</sup> Annual Conference have been approved for CEU credit by the Academy of Professional Funeral Service Practice.
- The Fall meetings for the Executive Committee, Curriculum, Program and Scholarship Committees will be in Boston, MA on October 28, 2017. There are also plans to schedule a Strategic Planning Meeting but the date and time have not been determined.
- The Executive Director reminded the members of his desire to visit programs as he travels throughout the country. The visit is not official in nature but just an opportunity to get to know program directors and faculty.

### **Financial Report Presented by Jolena Grande, Secretary/Treasurer (Cypress College)**

The Financial Reports are available to the membership and demonstrate a stable position. The reports and budget include the next step in the annual accreditation fee increase. There are allocations of \$20,000 for Strategic Plan Revision and \$10,000 for the Professional Development Initiative included in this budget.

The ABFSE office is diligent in monitoring expenses and unnecessary spending which is one of the reasons for the financial activities of the last fiscal year resulting in positive numbers.

The ABFSE experienced another successful year financially and the Executive Director and Executive Assistant are responsible for that oversight. They have created a revenue overflow even with the additional expenses incurred with the accreditation software, the additional programming for the Annual Meeting, the relocation of the ABFSE office to New Jersey, copyrighting of the curriculum, digitalization of records and the costs associated with a complaint to the COA.

The auditor noted that even with a concern regarding internal control, (that will be rectified by having an accountant review records and processes every 6 months) “in their opinion the financial statements present fairly in all material respects the financial position of the ABFSE as of September 30, 2016 and 2015, and the changes in its net assets and its cashflows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.”

Revenues exceeded expenses by almost \$75,000.00 and assets in all accounts totaled \$749,919.92. Financial reports, the budget and the 990 Tax Form are available to the members.

### **Committee and Organization Reports**

#### **Scholarship Committee Report – Nhemya Ward (Ivy Tech Community College Northwest),**

##### **Chair**

The Scholarship Committee met on April 19, 2017. The member from ICCFA was not present. A total of 7 scholarships were awarded with 6 going to undergraduate study and 1 to post-graduate for total awards of \$9000.

#### **Curriculum Study Committee Report – Wayne Cavender (Dallas Institute of Funeral Service), Chair**

The Curriculum Committee met on Wednesday April 19, 2017 from 1:00 – 4:00 p.m. The

ICCFA representative was not present. A process for dealing with corrections that need to be made was established. Each request for correction will be dealt with on an individual basis. Three outlines were reviewed last summer but only two are being presented for review at this time. The Accounting outline requires more work and therefore it will not be presented for consideration.

Outline objectives are going to be more closely scrutinized to ensure that they are addressed in the outline. The Hilgenfeld Family Curriculum Workshop will be held July 28 and 29, 2017 at Myrtle Beach, SC. It will be held in correlation with the National Funeral Directors and Morticians Association annual convention. Chemistry, Business Law and Funeral Merchandising are the outlines that will be reviewed at that time.

**Committee on Accreditation – Venus Riley Smith (Jefferson State Community College) – Chair**

The Committee on Accreditation met on Tuesday, April 18 and Wednesday, April 19, 2017. During the two days, the COA met with four schools being considered for reaccreditation and candidacy status. The committee also reviewed schools with low National Board Exam scores and addressed responses to stipulation. The following actions were taken based on comprehensive program reviews and site visits:

- 3 programs were reaccredited for 7 years with commendations and no stipulations
  - 1 program had the reaccreditation decision deferred awaiting additional information to verify standards compliance
  - 8 schools responded to various stipulations
  - 1 school received candidacy for one year
  - 1 school received candidacy contingent upon stipulations being addressed
  - 2 schools are closing and have teach out plans in place
- Billie Watson Hughe's term on the Committee on Accreditation as the NFD & MA representative has ended. Elois Wyche Saucer was elected to take her place.

**National Board Exam Liaison Committee – David Hess (Salt Lake Community College) – Chair**

The National Board Liaison Committee met on Wednesday April 19, 2017. There were 5 members present including a new member from the National Funeral Directors Association, Carmella Hanson.

Under old business, the committee reviewed when candidate's names can be released, the 90 day wait period when candidates fail and also requested again that a pass/fail reporting be received for each student.

Representatives from The Conference were at the meeting and they discussed the job task analysis survey and the textbook survey that will be coming out soon. In addition they discussed the online secure transfer of scores to each state licensing board. When the job task analysis survey is complete, the practice exams and study guides will be updated.

A member school expressed concern over ADA accommodations at a test site and that was discussed.

Under new business a comparison between funeral service and other allied health programs was discussed with respect to the program, licensing board and the exam board. The purpose of the National Board Exam was discussed as well as the election officers.

**Program Committee – Dedrick Gantt (Piedmont College) – Chair**

The Program Committee met on Wednesday April 19, 2017 from 1:00 – 2:45 p.m. It was decided that the committee's annual meeting will be in October and conference calls will be done as needed. This will allow the Program Committee to do a better job with planning the

ABFSE Annual Conference. The committee wants to offer more professional development opportunities at the annual conference. The committee will be working with the ABFSE officers regarding the scheduling of the annual conference. Input for selection of future sites will come from the committee and programs who are willing to host are encouraged to tell committee members or the ABFSE office.

The committee is pursuing ways to increase the sponsors and vendors for future conferences. Members were encouraged to complete the annual conference survey that will be coming out in a week. A Co-Chair David Coughran and Asst. Co-Chair Connie Green were elected.

#### **College and University Council – Anthony Fleege (Southern Illinois University) – Chair**

The College and University Council met from 8:00 – 10:00 a.m. on April 21, 2017. The purpose of the College and University Council was discussed for the benefit of new members. Committee reports were heard and accepted. Notices of Motion regarding association membership and two curriculum outlines were reviewed and accepted for the Annual Meeting. Under New Business, the embalming formula calculator app was discussed. Information to assist in completing the annual report was provided. Accessibility to the National Board Exam and textbook development was discussed. The Executive Director demonstrated the formula used to determine the 3-year National Board Exam pass rate. A question and answer was held regarding the Committee on Accreditation, including discussion on putting forth candidates for the COA positions that will become available next year.

#### **Constitution & By-Laws Committee – Leili McMurrough (Worsham College) – Chair**

The Constitution and By-Laws Committee met on Wednesday, April 19, 2017. The motion to accept the Cremation Association of North America was discussed. The committee discussed that should CANA be approved by the membership, some of the language in the by-laws will need to be changed to reflect the addition of another association member. The representation of educators on committees will need to be addressed in order to maintain the requirements of the constitution. Motions will be prepared and presented by the committee to reflect those changes at the next annual meeting.

#### **Accreditation Liaison Committee – Steve Spann (John A. Gupton College) – Chair**

The Accreditation Liaison Committee met on Wednesday April 19, 2017. This is a new committee and Wednesday was its first official meeting. It was created to be a two-way communication vehicle between the Committee on Accreditation and the membership. Additional names and addresses for a faculty database will be collected and made available to the ABFSE office. This will allow communication to be more effectively passed on to faculty instead of only be made available to the program directors.

S. Spann ended his report with the following story: He had a friend with 3 sons and they were always competing against each other. Sports like football, baseball and basketball were used to determine which one of them was the best. Their mother was in her 90's and needed some assistance. The eldest son bought her a new house. The next son in line wanted to compete so he bought her a new Mercedes. The other son did not have much money but he knew that his mama was really religious and liked to read the Bible and he learned about a parrot that had the Bible memorized. He thought to himself "Mama would love that" and so he bought the parrot. Next time the three sons were altogether visiting their mother she said "I want all of you to know that this house is so big, I can't find anything, I hate living here." She looked at her middle son and said "That Mercedes you bought me is awful. It is so small, I can't even get in and out of it." She looked at the other son and said "That bird was the best gift I have ever been given. I don't think I have ever had a better chicken."

### **National Funeral Directors Association – Robert C. Moore IV, Past-President**

R. Moore introduced the representatives of the NFDA that were present at the meeting. School membership for the NFDA is \$396 and all licensed instructors automatically become members of the NFDA. Free digital membership is offered to students at the accredited schools and requires an instructor's signature. Membership entitles the students to receive electronic communications that come from the NFDA. For an additional \$35, the students can receive a mailed copy of *The Director* monthly magazine.

In 2016 there were 500 student members of the NFDA and at present there are 570 student members. "Arranger Training for Students" is a new program that was recently launched by the FDA. It is a 4 hour version of the 8 hour course that is currently being offered to professional members. The first program was held in March 2017 at Des Moines Area Community College and was attended by 59 students and 3 faculty. The Funeral Service Foundation will underwrite the cost of bringing the course to the following schools that were chosen by a lottery: Amarillo College, Mid-America College, St. Louis Community College and St. Petersburg College.

Lake Washington Institute of Technology and Arkansas State University have also signed on to offer the program at their schools. The cost to bring the course to the school is \$80 per student. The training includes a comprehensive student workbook as well as a digital toolbox of additional resources. Desk copies of the program were provided to all of the program directors. Arranger training is also offered for professionals and 237 directors have taken the course. The Cremation Certification program has been presented to 225 students in the last year.

The digital communication called *The Director.edu* will be distributed quarterly to the schools through an email to the program director. The magazine is designed to help students with the transition from mortuary science school to internship and to funeral home. The editor is looking for information and/or articles that can be included in the publication.

The *Talk of a Lifetime* campaign continues and includes conversation cards that were made available at the NFDA convention in Philadelphia, PA.

The Funeral Service Foundation is sponsoring administrative staff from the NFDA to visit ABFSE accredited schools. The NFDA Executive Director has gone to 4 schools. The purpose of the visit is to tour the school, meet the faculty and staff, do a presentation on the Funeral Service Foundation and also discuss scholarships.

The Benefits Program is offering a Work Life Resource Program. The NFDA member or student member can call a hotline for help with family services, counseling, child care, financial planning, legal advice and educational advice.

Highlights from the Funeral Director's Expectation Survey include that half of the employers reported having trouble finding skilled employees (split evenly between hiring new graduates or experienced employees) and half had hired one new graduate in the past 5 years.

Highlights from the Student Expectation Survey were that students expected to receive 12% more in salary than currently offered and were willing to work longer hours and students expected to do more funeral related tasks and crematory operations as new hires.

Employers are looking for ethical, honest, and trustworthy individuals when hiring new graduates that includes a professional demeanor and strong work ethic and the ability to work collaboratively. The least important job skills were sales and marketing skills, experience, high grade point average and having grown up in the funeral service profession.

Sixty percent of the respondents thought that the students were well prepared for their first position in the funeral service profession.

### **National Funeral Directors & Morticians Association – Alexander C. Wynn III, President**

Elois Wyche Saucer presented the report because the President and Executive Director were in Montego Bay, Jamaica for the annual House of Representatives meeting. She brought greetings from their members, student members, administrative and executive staff.

Efforts to provide education for membership continues with continuing education in districts and states and also at the national level. Scholarships are provided for students and in addition the NFD & MA supports the scholarship program of the ABFSE. The NFD & MA is piloting a Management Training Program. The Cremation Certification Program continues as well as the *Scope Magazine*.

The first Under 40 Summit was held in an effort to involve younger persons seeking to become involved in funeral service.

July 27 – August 1, 2017 the NFD & MA Annual National Convention will be held at the Sheraton Convention Hotel in Myrtle Beach, SC.

### **International Cemetery, Cremation and Funeral Association - Robert C. Smith III on behalf of the ICCFA**

R. Smith expressed appreciation for the opportunity to address the ICCFA Board two weeks prior to the ABFSE meeting and to explain what accreditation entails. John McQueen, the ICCFA Representative to the Executive Committee was unable to attend this meeting. Gwen Mooney from the ICCFA is a member of the Committee on Accreditation and Shawna de la Cruz has represented ICCFA as a regular participant in the Curriculum Review process.

The ICCFA reports an increase in their membership by approximately 200. They now have 9,459 members and they encourage student membership. The ICCFA University occurs in Memphis each summer. They have a Fall Management Conference, run a Wide World of Sales Conference in the winter and the Annual ICCFA Convention is in the spring. The ABFSE tries to ensure that its annual conference does not conflict with the ICCFA annual convention.

ICCFA sponsors Certified Celebrant Training in conjunction with their annual convention and have also offered Cremation Arranger and Operator Certification Training at several ABFSE schools including Gupton-Jones College in Georgia, Dallas Institute of Funeral Service in Texas and Cincinnati College of Mortuary Science in Ohio.

MOTION: (Shoemaker); second (Grande) to accept all of the reports.

VOTE: Passed unanimously.

### **Unfinished Business – Karl Kann – ABFSE President**

The College and University Council will ask that resumes be submitted to them for those who are interested in serving on the Committee on Accreditation. The CUC will then forward the resumes to the COA for them to decide on new members. New members will be asked to sign a form that says they will resign after two years.

The Executive Director explained that the Committee on Accreditation consists of 12 members. Terms are supposed to ensure that there is not a “mass exodus” of members off of the committee at one time. Rather, terms should be staggered. At some point in time, the staggering of terms got “out of sync” and in 2018, 4 of the 12 members are due to be replaced. This is the reason why some of the new members will not serve a full term on the COA. This will also allow the COA to reestablish the staggered terms.

### **New Business – Karl Kann – ABFSE President**

#### ***New Member Association:***

L. McMurrugh (Constitution & By-Laws Committee Chair) read the Notice of Motion as submitted by the ABFSE Executive Committee regarding the application of the Cremation Association of North America application to become an associate member of the ABFSE.

MOTION: (McMurrugh); second (Spann) to accept the application of CANA as an association

member of the ABFSE effective April 2017.

VOTE: Passed unanimously.

B. Kemmis, Executive Director of CANA expressed appreciation for the vote and emphasized their desire to work with the ABFSE in an effort to advance the profession.

***Approval of Curriculum Outlines:***

W. Cavender (Curriculum Committee Chair) read the Notices of Motion as submitted by the Curriculum Study Committee regarding the revisions to the Communications Skills Outline and Glossary and the Ethics Outline and Glossary.

On June 3-4, 2016 ABFSE held the Hilgenfeld Family Curriculum Review Workshop in Cypress, California. During the workshop three Curriculum Outlines were reviewed. The first draft of the outlines was distributed for comment to all accredited college and university programs and organizational members on August 11, 2016. A final version of two Outlines is now ready for use in the classroom pending any technical review (no change in content) following approval by the ABFSE.

Upon approval and final technical review by the Curriculum Study Committee the Outlines with Glossary will be distributed to all academic programs as soon as possible for fall 2017 classroom use.

MOTION: (Spann); second (Grande) to accept the Communications Skills Outline and Glossary, with the revisions as shown, including any subsequent technical corrections made by/for the Curriculum Study Committee, be approved by the ABFSE for Fall 2017 use in the classroom. Further, the Communications Skills outline is to be re-named Professional Communication Skills to reflect its position in the Business Management Professional section of the ABFSE Curriculum.

VOTE: Passed unanimously.

MOTION: (Hess); second (Martin) to accept the Ethics Outline and Glossary, with the revisions as shown, including any subsequent technical corrections made by/for the Curriculum Study Committee, be approved by the ABFSE for Fall 2017 use in the classroom.

VOTE: Passed unanimously.

**Closing Comments – Karl Kann – ABFSE President**

President Kann reminded the members of the professional growth and development opportunity on “Arranger Training” with Lacy Robinson to be held at 3:00 p.m. in the Springs BC ballroom and the ABFSE Annual Awards Luncheon immediately following the meeting in the Carolina Ballroom.

MOTION: (Grande); second (Martin) to adjourn.

***Adjourned 12:12 p.m.***

***Next Meeting  
April 13, 2018  
Cypress, CA***