

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION
56th ANNUAL MEETING

MINUTES

Friday, April 13, 2018
10:30 am

Sheraton Park Hotel at the Anaheim Resort
Anaheim, California

*****These minutes will be presented for approval at the 57th Annual Meeting in Miami, FL.*****

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 Perry Kite, Steve Koosmann, Ruth Anne Ohde, and David Lee Rupar.

President Kann introduced Jolena Grande, “host” Cypress College. Ms. Grande welcomed attendees to Anaheim and reminded everyone of the tour and reception to take place at Cypress College 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	No representative.
American Academy McAllister Institute	No representative.
American River College	Valerie Rose, Robert Holmes
Arapahoe Community College	Martha Thayer, Jim Hurley
Arkansas State University – Mountain Home	Matt Buel
Bishop State Community College	No representative.
Carl Sandburg College	Tim Krause; Matt Kendall
Chandler-Gilbert Community College	Thomas R. Taggart; Donna G. Backhaus
Cincinnati College of Mortuary Science	No representative.
Commonwealth Institute of Funeral Service	Glenn Bower, Cody Lopasky
Community College of Baltimore College	No representative.
Cypress College	Jolena Grande, Lori Collins, Damon de la Cruz, David McCament
Dallas Institute of Funeral Service	James “Jim” Shoemake; Wayne Cavender
Delgado Community College	No representative.
Des Moines Area Community College	Kevin Patterson, Travis Carrico, Dixie Evans
East Mississippi Community College	No representative.

Eastwick College	Daniel Simone
Fayetteville Technical Community College	No representative.
Fine Mortuary College	Jason Keller, Kevin Koch, Peter Masuzzo
Florida State College – Jacksonville	Robert J. Dean
Gupton-Jones College of Funeral Service	Antonio C. Wallace, Hope Iglehart
Ivy Tech Community College Central Indiana	Brian D. Miller
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
Kansas City Kansas Community College	No representative.
Lake Washington Institute of Technology	Lisa D. Meehan, Keith Johnston
Lincoln College of New England	Jesse M. Gomes
Malcolm X College	No representative.
Mercer County Community College	Geralda Aldajuste
Miami Dade Collage	Joseph Finocchiaro
Mid-America College of Funeral Service	Mitch Mitchell
Milwaukee Area Technical College	Julian Jasper, Jr.
Mt. Hood Community College	Miles Johnson
Mountt Ida College	Sarah Stopyra
Nassau Community College	No representative.
Northampton Community College	No representative.
Northeast Texas Community College	Rebecca M. Robidas Gardner
Northwest Mississippi Community College	No representative.
Ogeechee Technical College	Michele F. Rupar
Piedmont Technical College	No representative.
Pittsburgh Institute of Mortuary Science	Eugene Ogrodnik, Barry Lease
Salt Lake Community College	David S. Hess
San Antonio College	Jose Luis Moreno, Francisco E. Solis
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	No representative.
University of Arkansas Community College at Hope	Karen Davis, Brad Sheppard
University of Central Oklahoma	John Fritch
University of Minnesota	Michael LuBrant
Vincennes University	No representative.
Wayne State University	Mark Evely
Worsham College of Mortuary Science	Karl Kann; Stephanie Kann, Leili McMurrough, Ben Schmidt
National Funeral Directors Association	Randall P. Anderson, Carmella Hanson

National Funeral Directors & Morticians Association	Frankie C. Washington, Carol T. Williams, Alexander Wynn III
International Conference of Cemetery and Funeral Association	No representative.
Cremation Association of North America	Barbara Kemmis, Mike Sheedy
Public Members	David Edds

46 of 63 members present. A quorum was declared.

Also in attendance:

Melton Jones, Team Chair
 Robert C. Smith III, ABFSE Executive Director
 Deb Tolboom, ABFSE Executive Assistant

Vice President Ennis recognized a guest present: Joanna E. Ellsberry representing University of the District of Columbia Community College (in Candidacy).

Vice President Ennis expressed appreciation to Service Corporation International for its sponsorship of the reception that was held on Wednesday evening April 13, 2018.

Vice President Ennis recognized all the exhibitors that participated in the 4th Annual Exhibition/Trade Show and particularly those who were Bronze Sponsors and commended G. Ogrodnik on spearheading the effort to have exhibitors at the annual conference.

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

VOTE: Passed unanimously.

MOTION (Hess); second (Bower) to approve the Minutes of the annual meeting in Myrtle Beach, South Carolina on April 21, 2017 was presented.

VOTE: Approved unanimously.

Report from ABFSE President, Karl Kann

- President Kann thanked all those in attendance for their support and dedication to funeral service education.
- President Kann expressed his appreciation to have served as the ABFSE president for the past two years. The ABFSE is financially sound and noted the progress made on the following initiatives:
- Strategic Plan
 President Kann congratulated the work of the sub-committee (J. Ennis, J. Grande, D. Martin, L. McMurrough) under the direction of F. Solis on their work of drafting strategic priorities and goals following the meeting in Boston, October 2017. A over-reaching them of the strategic plan is communication within the organization as well as ways to enhance outreach in collaborating with other organizations. President Kann encouraged the attendees to review the priorities and goals and participate as the ABFSE moves forward.
- Review of Standards
 The Committee on Accreditation as well as representatives from the ABFSE Executive Committee (J. Grande, G. Ogrodnik and S. Spann) met in February 2018 and created a draft document that will be shared with the membership and voted on in April 2019. President Kann encouraged attendees to review the document, make comments and offer

suggestions.

- JURA
Several colleges have utilized the JURA software to submit their self-studies and the ABFSE staff were commended on its implementation.
- Advocacy for Education
Real progress has been made by the ABFSE regarding advocacy for education. Advocacy requires having a voice and using that voice to educate. President Kann emphasized his confidence in the abilities of those who will serve next.

MOTION: (Bower); second (Penepent) to accept the President's report.

VOTE: Approved unanimously.

Report from Robert C. Smith III, Executive Director

R. Smith expressed appreciation to the ABFSE for having him as Executive Director and to the Executive Assistant for her contributions. He used a PowerPoint for his presentation that will be made available on the ABFSE website. He stated that this has been an extremely busy and productive year with the various initiatives that the ABFSE is addressing.

- The opening slide contained an overview of the report that includes: Annual Report & excerpts with Substantive Changes; Distance Learning; USDE/NACIQI, CHEA; Review of Standards; JURA; Strategic Plan; Coming Events and the Survey.
- The Executive Director explained the acronyms: USDE (US Department of Education); CHEA (Council of Higher Education Accreditation); NACIQI (National Advisory Committee on Institutional Quality and Integrity) and JURA (by Indigo Interactive).
- The ABFSE is recognized by the USDE and CHEA as an accreditor for funeral service education. NACIQI must give their approval of an accrediting agency to the USDE before that agency can become an accreditor. JURA is the name for the new accreditation management system for the purpose of the self-study.
- A survey will be emailed to the attendees and will also be available on the website. The E.D. encouraged all to take the time to complete and submit the survey. The responses are critical in the Program Committee's work on planning future conferences.
- USDE recognition occurs every 5 years. An extensive report is written to the USDE and the ABFSE has an assigned analyst who works with the ED to fine tune the responses. The report is reviewed by NACIQI and they make a recommendation to the USDE. In June 2015, the ABFSE submitted its recognition renewal petition to the USDE and appeared before NACIQI in December 2015. On April 10, 2017 a progress report was submitted to the USDE on topics that needed attention. On February 7, 2018 the ABFSE was put on the consent agenda at the NACIQI meeting. The ED was present in case there were any questions raised by NACIQI, but the ABFSE remained on the consent agenda and its response was approved and accepted. The ABFSE received its letter stating that it has been approved by NACIQI as an accreditor for the next 3 years. The 5 year approval was granted, but the process took 2 years.
- The Higher Education Act (HEA) was last updated in 2006 and was approved for 4 years. This year the legislature has proposed an update to the HEA called "The Re-Authorization of HEA" Bill. It has not yet been voted on but the ED is keeping informed of its status.
- CHEA held two meetings in January and the ED attended both. The January 10, 2018 meeting was to provide an update on the HEA. January 29 – 31, 2018 was the CHEA Annual Meeting.

- According to the Annual Reports submitted, the ABFSE has 59 accredited programs, 49 that are multi-purpose and 10 that are single purpose. 78% are public institutions, 85% are regionally accredited and 51% embalm on campus. Two programs closed in 2017, 1 program will close in 2018 and 2 programs are in Candidacy.
- The ABFSE Annual Report is submitted each year by February 15 online and includes list of graduates, new enrollees, distance learning graduates (if applicable) and email addresses are preferred for graduates. The ED encouraged the members to take the annual report seriously and submit accurate information. Outside entities (students, public, media, schools, USDE/CHEA etc.) use the summary data and make comparisons based on that information. Cohort tracking is to be submitted by every program, an audit (if applicable) and an optional assessment plan for the 2017 submission.
- The ED will be doing an in depth review of the annual reports and program directors may receive letters from the ABFSE office asking for clarification of information or to make corrections.
- The ED shared information from the annual reports regarding the states that have the most new enrollees and graduates. A comparison between the new enrollees, graduates, attrition and total enrollment was shown between 2017 and 2016. The ED wants to look at multiple years so that any trends can be identified. The percentage of enrollment changes, faculty/administrative changes, curriculum changes and student complaints was shared based on the 2017 annual report data.
- Graduate data percentages were shown with respect to Females, African-American, Hispanic/Latino, Distance Learning, Family and Parents (in funeral service). 77.5% of all graduates took the National Board Exam.
- Graduate data percentages were shown with respect to Age, Education and Employment. (44.6% of new enrollees worked in Funeral Service before entering school)
- Additional program information was shown regard non-accredited programs as well as those offering bachelor degree completion.
- Distance Learning data was presented with 73% of programs offering some distance learning, 20% of programs offering the full program via distance learning and 27% of the programs offering no distance learning.
- The ED encouraged the members whose programs offer 50% or more of coursework via distance learning to disclose NBE pass rates, graduation rates and job placement rates for distance learning. Additionally, all of Appendix E (Distance Learning) has now been embedded into the JURA software.
- The ED presented the 11 different categories for Substantive Changes (Appendix K) and reminded the members to submit the appropriate paperwork to the ABFSE office.
- The ABFSE had 3 major projects this year: JURA (January 2017), Review of Standards (Summer 2017) and Strategic Plan (October 2017).
- JURA: acquired the software January 2017, uploaded ABFSE standards and prepared the Self Study component, training began February 2018, first schools will submit their Self Study in April 2018, 1st Self Study workshop for JURA will be offered April 14, 2018
- Mike Landon, experienced site visitor and former program director is assisting in JURA training and is available to assist program directors as they prepare their Self Study in JURA.
- Review of Standards: survey was distributed Summer 2017 with results collated and reviewed by the COA October 2017, work group met February 2018, recommended revisions were sent to ABFSE members March 2018 (hard copies were available for this meeting), 2nd survey for the proposed standards will be sent Summer 2018, COA evaluation will take place October 2018, ABFSE review will be Winter 2019 and vote for

ABFSE approval will take place April 2019

- The ED encouraged the members to participate in the survey that will be sent in Summer 2018
- Strategic Plan: workshop in October 2017 (led by F.Solis), ad hoc committee formed to fine tune and refine action plans, presented to ABFSE April 2018 for approval
- The ED represented the ABFSE at ICCFA (April 2017), NFD & MA (August 2017), CANA (August 2017), ASPA (September 2017), NFDA (October 2017), CHEA (January 2018), NACIQI (February 2018) and ICFSEB (February 2018).
- Summer Curriculum Workshop will be held in conjunction with the NFD & MA conference in August 2018.
- An update on the Embalming Textbook project will be presented April 13, 2018.
- A faculty database will be created that will allow the ABFSE office to know the faculty and the subjects that they are teaching.
- Appendix C and Appendix E will be updated.
- Schools that voluntarily submitted assessment plans with their 2017 Annual Report, will have their submitted plans reviewed Summer 2018.
- A review of programs that report <60% graduation rates and job placement rates will take place Summer 2018
- The ABFSE Directory will be updated twice a year. The directory information will be sent to each Program Director following the April 2018 meeting. Response is required ASAP so that the Directory can be updated.
- October 11-13, 2018 the COA, Executive Committee and Scholarship Committee will be meeting in Salt Lake City, UT. The next ABFSE Annual Conference will be held in Miami, FL April 10-14, 2019.
- The ED reminded the members to participate in the Annual Conference survey as well as the Review of Standards survey.

MOTION: (Penepent); second (Riley Smith) to accept the Executive Director's report.

VOTE: Approved unanimously.

Report from the Past President – Eugene Ogrodnik (Pittsburgh Institute of Mortuary Science)

Immediate Past President Ogrodnik expressed his appreciation to the American Board of Funeral Service Education for the opportunity to serve. He is encouraged by the number of vendors who are participated in the Trade/Exhibit Show on April 12, 2018 and received positive feedback from the vendors. He encouraged the members to invite vendors to participate in the annual conference next year. One of the goals in the strategic plan was to increase the visibility of the ABFSE and this has been done with some of the vendors. In closing, he encouraged the members to reach out to the vendors that participated this year and thank them for their support of the ABFSE.

President Kann led the members in a round of applause for the work of Past President Ogrodnik and his dedication to the ABFSE.

MOTION: (Evely); second (Riley Smith) to accept the report from the Past President.

VOTE: Approved unanimously.

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

The Financial Reports are available to the membership electronically and demonstrate the continuity and stability efforts of the ABFSE. The increase of annual fees from the member

institutions proves that the membership is responsible for the improvements evidenced in the financial reports. They include funds for revising and implementing the strategic plan as well as the professional development opportunities that are available at the annual conference. J. Grande encouraged the membership to participate in the implementation of the strategic plan.

The ABFSE experienced another successful year financially and the Executive Director and Executive Assistant are primarily responsible for the oversight of the daily operating activity of the ABFSE. They have created a revenue overflow even with the additional expenses incurred with the JURA software implementation and the additional professional development for the annual conference. The ABFSE office staff were commended for their diligence in monitoring office spending, reducing unnecessary expenses and being the fiscal conservatives that they are. The auditor noted that even with a concern regarding internal control. This has been 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, 2017 and 2016, 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.

MOTION: (Taggart); second (Stephens) to accept the Secretary/Treasurer's report.

VOTE: Approved unanimously.

Committee and Organization Reports

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

The Scholarship Committee met on April 11, 2018 to review 9 undergraduate scholarship applications and 2 post-graduate scholarship applications. A total of \$7000 was awarded in scholarship monies to 2 undergraduate recipients and 2 post-graduate recipients.

The following students were awarded undergraduate scholarships:

Julie Prout: American Academy McCallister Institute, NFDA \$2500

Chelsea Farmer: Gupton Jones, NOMIS \$1500

The following faculty received post-graduate scholarships:

Giselle Wynia: University of Minnesota, \$1500

Lucia Dickerson: University of Central Oklahoma, \$1500

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

The Curriculum Study Committee met on April 11, 2018. There were 9 members and 8 visitors present.

There was discussion regarding the Funeral Service History curriculum as a result of an email that had been received in the ABFSE office. The email questioned the necessity of the curriculum since it is not questioned on the National Board Exam. Following discussion, it was determined that the history of the field is important to know even if it is not tested on the NBE. The committee chose to leave the funeral service history curriculum as it is.

The Notices of Motion regarding Funeral Service Merchandising, Business Law and Chemistry were discussed and they will be voted on later in this meeting.

Small Business Management will be reviewed in August 2018 and the committee chose to move forward with the merging of the Accounting outline into Small Business Management. W. Cavender will provide the team that is reviewing Small Business Management with the information that the Accounting team worked on two years ago.

The Curriculum Outline Review Schedule was approved and is posted on the ABFSE website. Participants in the Hilgenfeld Curriculum Review Workshop in August, 2018 will be encouraged to spend more time on the course objectives for each outline. They must ensure that the objectives are measurable and that the outline is meeting the objectives.

The Curriculum Study Workshop will be held in Kissimmee, FL in conjunction with the NFD & MA convention in August, 2018. The outlines that will be reviewed are: Small Business Management/Accounting, Funeral Service Law and Funeral Service Psychology & Counseling. The participants were announced earlier at the College and University Council meeting. Wayne Cavender will remain as Chair and Barry Lease will be Co-Chair.

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

The committee met on April 10 & 11, 2018. During the two days, the COA met with seven schools regarding initial accreditation and reaccreditation site visits and focus visits. A review of low NBE scores and averages was conducted.

The following actions were taken based on comprehensive program reviews, site visits and focus visits:

5 schools were reaccredited for seven years with commendations and some stipulations.

1 school had reaccreditation deferred until verification of standards has been met.

1 school received initial accreditation for 3 years.

Several schools were placed on warning, show cause or probation due to single year below 60% on either/or both sections of the NBE and/or 1st, 2nd and 3rd time 3-year averages below 60% on either/or both sections of the NBE. A detailed list will be available on the ABFSE website for review once the schools have been notified.

The Committee on Accreditation met in Atlanta, GA in February 2018 to complete a Review of Standards that included Appendix E – Distance Education. The COA encourages schools to review the standards and send all comments to the ABFSE office for COA review.

The COA will vote on new members once they receive the slate of candidates from the ABFSE office. The COA had several members whose terms had been completed: Venus Riley Smith (CUC); David Martin (Public School); James Shoemake (Private School) and Gwen Mooney (ICCFA). A vacancy also needs to be filled for a private educator who left prior to the end of their term.

The COA elected Mark Evely as the new Chair and David Edds as the new Vice-Chair.

The COA encourages all schools to participate and rely to all questionnaires sent from the ABFSE office.

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

The meeting was held on April 11, 2018 with 7 of the 9 members participating. Representatives from the ICFSEB attended the meeting with 6 people representing ABFSE programs.

Old business discussion pertained to ADA accommodations. The Conference responded by explaining their policy and procedures. The committee did not see problems, but asked if they could collaborate with the Conference and review their policies regarding ADA accommodations and they were receptive to that.

The committee discussed participation and presentation opportunities with state and/or local practitioner groups regarding the relationship between the Conference, educators and

practitioners. The Conference was appreciative of the collaboration and what the committee was doing regarding the education of practitioners.

Representatives of the Conference discussed the review and revision of the study guide as well as the increase in fee of \$35 for each section of the NBE that will go into effect on August 1, 2018. They reiterated that the application to take the NBE is good for one year.

The brand survey was briefly discussed without much detail provided but promised to provide details later.

A lengthy discussion was held regarding the textbooks used when writing questions for the NBE. The Conference surveys ABFSE programs every two years regarding the textbooks they use, but there is no consensus. This makes it difficult for the Conference to comprise a reference list for the NBE. It was agreed that the NBE Liaison Committee should collaborate with the Curriculum Study Committee to determine textbooks that could be utilized by the Conference for the NBE. D. Hess encouraged the members to respond to the textbook survey from the ICFSEB when it comes out.

There was a request from an ABFSE member that the end of year report from the Conference be provided in a format that would be easier to convert to an excel spreadsheet. The Conference representatives said that they would explore methods to do that.

Under new business, History of Funeral Service curriculum was discussed and the committee agreed that it should remain. Security and confidentiality of the NBE was discussed.

David Hess will remain as Chair for one more year and Matt Buel will remain as Chair-elect. Open Education Resources (OER) was briefly discussed and the Chair charged the committee members to explore OERs at their institution or organization.

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

The College and University Council met on April 13, 2018 prior to the annual meeting. The purpose of CUC was explained. A slate of officers was put forward for the ABFSE: Jzyk Ennis, President; Jolena Grande, Vice-President and two candidates for Secretary/Treasurer to be voted on later in this meeting. A new slate of officers was voted on for CUC: John Fritch, Chair and Dan Simone, Secretary.

Committee reports were heard and the Curriculum Committee presented the three motions for the Funeral Service Merchandising, Business Law and Chemistry. The motions for Strategic Plan and COA Terms were also presented. All motions were accepted and will be put forward to the ABFSE for vote.

Under New Business, names for the 4 positions for the COA were selected and will be submitted to the COA following the annual meeting. Damon de la Cruz and Ben Schmidt presented their MorTraqr with an explanation of how it could benefit faculty and students. Jzyk Ennis presented the proposed Strategic Plan.

Program Committee – David Coughran (St. Louis Community College)

The Program Committee met on April 11, 2018 with 5 members in attendance. Future professional development offerings such as experiential learning credit and assessment were discussed. It was also agreed that the ICFSEB be invited every year to present an update to the members.

The recommendation for the location of the ABFSE Annual Conference is: 2020 in Dallas, for 2021 Atlanta, Las Vegas for 2022, 2023 in Chicago, and Washington D.C or Baltimore in 2024. President Kann asked the members of the Program Committee to stand and they were applauded for their work.

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

The Constitution and By-Laws Committee met on Wednesday, April 11, 2018 and reviewed the language used to describe the ABFSE standing committees along with other articles. During this process it was discussed that the constitution and by-laws should be reviewed, similar to the review of standards that is currently underway. The committee recommended that a sub-committee be appointed to review the constitution and by-laws for accuracy and clarity. Members were asked to speak to L. McMurrough if they were interested in serving on the review committee.

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

Steve Spann began his report with the following story:

A few years ago, he and his wife and daughter were going down the road and his daughter asked him this question: ‘Dad, I don’t understand something. We’re studying creation at school and I came to you and asked “Where do men and women come from?” and you said it goes back to the Bible and Adam and Eve and it evolved from there.’ Then she said ‘I went to Mom and asked her the same thing and she said “Well, there was a big boom and everything happened and there were monkeys and apes and then it evolved over time and that’s where we came from.” So I’m totally confused.’ I told my daughter that this was easy to explain because I was telling you about my family and she was telling you about hers.

The Accreditation Liaison Committee met on Wednesday April 11, 2018. This is a new committee that was formed last year. It was created to bring concerns from the members to the Committee on Accreditation. Last year five concerns were brought to the COA and this year one concern was brought before the COA. The committee feels that once JURA is being used, it will alleviate the problems that were mentioned in the concern. S. Spann encouraged members to bring their concerns to the accreditation liaison committee.

National Funeral Directors Association – Randall P. Anderson, NFDA Board of Directors Secretary

R. Anderson expressed his appreciation for the honor of speaking to the ABFSE and its educators. Education is an important part of the mission of the National Funeral Directors Association. Continuing education is provided for members and the association is also very involved and support the education of future funeral service professionals.

NFDA contributes to the ABFSE scholarship program. The quarterly electronic newsletter, *Director.edu* for students is emailed to Program Directors so that they may share it with their students.

Currently there are 700 student members enrolled in the NFDA.

NFDA’s Arranger Training for Students program continues to be well received and has been conducted for over 300 students. Four schools have been selected to receive the Arranger Training course at no cost to the student. The colleges are selected by lottery and they are:

- Chandler-Gilbert Community College
- Des Moines Area Community College
- Eastwick College
- John Tyler Community College

Worsham College and Salt Lake Community College will be having the Arranger Training for Students program at their institutions. The NFDA booth at the Exhibit/Trade Show on April 12, 2018 will have additional information for the educators regarding the Arranger Training for Students program.

The Cremation Certification program continues to be well received. To date, 971 students have been certified.

The Funeral Service Foundation will be offering 18 scholarships this year ranging from \$1000 - \$5000. Details regarding the scholarships can be found at funeralservicefoundation.org.

A cremation recertification course was offered for the first time in the state of Alabama. It is designed to build upon the Cremation Certification program and was well received.

Youth and funeral resources are now being offered that are a collaboration between the Funeral Service Foundation and the NFDA. Booklets have been designed to share with families and are available as e-books on the Funeral Service Foundation website.

A new consumer website has been established: rememberingalife.com that was launched in November 2017.

An employee assistance program is available to all members and student members. It offers support, referrals, family services, financial planning and legal advice.

In closing, R. Anderson encouraged members to join the NFDA at their convention in October 2018 in Salt Lake City, UT.

National Funeral Directors & Morticians Association – Frankie C. Washington, President

F. Washington expressed appreciation for the opportunity to address the ABFSE and stressed that NFD & MA is a member focused organization that is looking at changes affecting the funeral service industry that impact members, students and interns.

The NBE Prep Course has been extremely successful in its effort to prepare students and help them succeed. He looks forward to collaborating with the ABFSE in seeking ways to improve the student experience.

The General Managers Program will be introduced later this year. This program provides leadership skills for interns who will be working in funeral service management positions.

The Mortuary Education Foundation is providing scholarships to students and the mortuary schools will be receiving brochures promoting this scholarship opportunity.

There is an initiative for the Forty and Under Group to keep them involved by serving on boards and committees. They will be participating in the August 2018 National Convention in Kissimmee Florida.

The NFD & MA House Meeting will be held in Atlantic City, New Jersey in April 2018.

In closing, he expressed his appreciation to J. Shoemaker who was his instructor at Dallas Institute of Funeral Service.

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

Membership increased by over 200 members between March 2017 and March 2018 from 9,459 – 9,852.

Educational conferences held:

- Cremation Certification Online Interactive Training – December 12 & 13, 2017
- 2018 Wide World of Sales – New Orleans Marriott, LA – January 10 – 12, 2018

Upcoming conferences:

- Cremation Certification Programming Livestream – December 11 & 12, 2018
- Annual Convention and Exposition – Mandalay Bay Resort & Casino, Las Vegas, NV – April 18-21, 2018

Future meetings:

- ICCFA University – Fogelman Center, University of Memphis, TN – July 20 – 25, 2018
- PLPA College – Embassy Suites by Hilton Cincinnati River Center, Covington, KY – August 22-24, 2018

- Fall Management Conference – The Eau Palm Beach Resort & Spa, Manalapan, FL – September 26 – 28, 2018
- Wide World of Sales – Bally’s Las Vegas, NV – January 23 – 25, 2019
- ICCFA Annual Convention & Expo – Charlotte Convention Center, Charlotte, NC – April 2-6, 2019

Cremation Association of North America, Barbara Kemmis, Executive Director

B. Kemmis expressed her appreciation for the Cremation Association of North America’s first year as a member association of the ABFSE. The Executive Committee of CANA held its meeting during the annual conference on Thursday April 12, 2018 and have attended several activities at this ABFSE conference. They appreciated the warm reception that they received. CANA was established in 1913 and has 3300 members. There are 13 schools who are CANA members with students and faculty engaging in its activities. B. Kemmis stressed CANA’s belief in life-long learning and enjoy being partnered with ABFSE in this effort.

The Cremation Certification Program has been available for over 30 years and is now available in both in-person and online formats. The program can be hosted at ABFSE schools.

The 100th annual convention of CANA will be held in Ft. Lauderdale FL July26 - 28,2018.

CANA is extending its publication and has launched a new blog, a quarterly magazine as well as an online magazine. B. Kemmis encouraged the members to consider contributing to their publications. This may help ease the disconnect between the practitioners and the educators.

MOTION: (Taggart); second (Simone) to accept the committee reports.

VOTE: Passed unanimously.

Unfinished Business – Karl Kann – ABFSE President

President Kann asked the members if anyone had unfinished business to bring forward. There was no unfinished business.

New Business – Karl Kann – ABFSE President

Notices of Motion and Curriculum Outlines were distributed via email 30 days prior to the Annual Meeting. Copies were available for discussion at the College and University Council meeting on April 13, 2018.

COA Terms:

V. Riley Smith (Committee on Accreditation Chair) read the Notice of Motion as submitted by the Committee on Accreditation regarding orderly transitions on the COA.

MOTION: (Riley Smith); second (Shoemake) to approve a temporary adjustment to the length of terms for several members of the Committee on Accreditation to facilitate and ensure an orderly transition in the future. The adjustment of terms becomes effective for new Committee on Accreditation elections in April 2018.

VOTE: Passed unanimously.

Strategic Plan:

President Kann read the Notice of Motion as submitted by the Executive Committee to develop and recommend a new Strategic Plan (2018 – 2021) based on the work done during the October 2017 meeting and that of the ad hoc committee.

MOTION: (Kann); second (Washington) to adopt and approve the new three-year Strategic Plan (2018 – 2021) with implementation to begin following the 56th Annual Conference in 2018.

VOTE: Passed unanimously.

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 Business Law Outline and Glossary, Chemistry Outline and Glossary and the Funeral Merchandising Outline and Glossary.

On July 28-29, 2017 ABFSE held the Hilgenfeld Family Curriculum Review Workshop in Myrtle Beach, South Carolina. During the workshop three Curriculum Outlines were reviewed. The outlines were distributed for comment to all accredited college and university programs and organizational members for comment and reviewed by the Curriculum Study Committee. The final version of these Outlines is now ready for consideration and approval by the ABFSE for use in the classroom.

The Outlines are presented in draft form with the changes shown in **bold** and ~~strikethrough~~. If the draft outlines are approved at the annual meeting on Friday, April 13, 2018 in Anaheim, California, final technical review will be completed and the Outlines will be distributed to all academic programs as soon as possible for fall 2018 classroom use.

MOTION: (Cavender); second (LuBrant) to accept the Business Law Outline and Glossary, with the revisions as shown, and any subsequent technical corrections be approved for use in the classroom by the ABFSE.

VOTE: Passed unanimously.

MOTION: (Cavender); second (Finocchiaro) to accept the Chemistry Outline and Glossary, with the revisions as shown and any subsequent technical corrections, be approved for use in the classroom by the ABFSE.

VOTE: Passed unanimously.

MOTION: (Cavender); second (Hess) to accept the Funeral Merchandising Outline and Glossary, with the revisions as shown and any subsequent technical corrections, be approved for use in the classroom by the ABFSE.

VOTE: Passed unanimously.

Election of 2018 – 2020 ABFSE Officers

Ballots were distributed to all Voting Delegates present by officers of the College and University Council.

President Kann announced the Slate of Officers that were presented by the College and University Council:

President: Jzyk Ennis, Jefferson State Community College

Vice-President: Jolena Grande, Cypress College

Secretary/Treasurer: Michael LuBrant, University of Minnesota
David Martin, Piedmont Technical College

President Kann asked all Voting Delegates present if there were any nominations from the floor. No nominations were presented.

President Kann asked all Voting Delegates to complete their ballots and the College and University Council officers collected them.

L. McMurrough (Constitution & By-Laws – Chair) and Deb Tolboom (ABFSE Executive Assistant) were charged with counting the ballots.

President Kann announced the election results:
President Elect: Jzyk Ennis, Jefferson State Community College
Vice-President Elect: Jolena Grande, Cypress College
Secretary/Treasurer Elect: David Martin, Piedmont Technical College

MOTION: (Penepent); second (Bower) to recess the meeting to the Awards Luncheon for the Installation of Officers.

VOTE: Passed unanimously.

Recessed 12:45 p.m.

Reconvened at 1:45 p.m. in the Tiffany Terrace & Patio.

F. Solis (ABFSE Past President) administered the Oath of Office to Jzyk Ennis, President Elect and Jolena Grande, Vice President Elect. David Martin, Secretary/Treasurer elect was not present.

President Elect Ennis commended President Kann on his dedication and service to the ABFSE. He presented a gavel and plaque to President Kann.

The Executive Director expressed his appreciation to President Kann for his service and presented him with a gift from the ABFSE.

Closing Comments – Jzyk Ennis – ABFSE President Elect

President Elect Ennis reminded the members of the professional growth and development opportunity on “Assessment” with Dr. Janet Stephens to be held at 3:00 p.m. in the Plaza Ballroom and “Best Practices to Teaching funeral Directing and Standard 6.10 at 4:30 p.m. in the Plaza Ballroom.

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

Meeting adjourned at 2:05 p.m.

*Next Meeting
April 12, 2019
Marriott Miami Dadeland
Miami, FL*