

## UNAPPROVED MINUTES

Vermont Board of Funeral Service  
National Life Building North Fl2,  
Montpelier, VT 05620-3402

July 6, 2010  
8:30 a.m. – Curriculum Committee  
9:00 AM – Board Meeting

Board Members present: John Coffin, Chairman, Lyndon Mann, Robert Covey, Ercel Harvey, Peter Beck  
Staff Attending: Dan Vincent, OPR Inspector, Kevin Leahy, Board Attorney, Terry Gray, Unit Administrator,  
Candy Jackson, Administrative Assistant.  
Visitors: Greg Camp, Mary Bisbee

1. Meeting called to order at 9:00 AM by Chairman Coffin.
2. Motion to approve the minutes from the May 4, 2010 meeting made by Lyndon Mann, seconded by Robert Covey. Motion passed.
3. Concluded Reports: None
4. Discussion:
  - a. 8:30 CE Committee Report – Lyndon Mann reported on the CE Committee Report.
  - b. Dan Vincent – Discussion by Dan regarding inspection process and issues he is finding. Additional discussion regarding definition of specific terms “pre-paid” contracts and what they constitute.
  - c. Pre-paid funeral arrangement contracts – Discussion of whether contracts should be required to be used by funeral homes, or available as a recommended form. If this is a required form, will it assist Dan in the inspection process and will it give funeral homes a “pass” of sorts if the form is used properly. Language in the contract to be reviewed by Terry and Kevin to ensure that the contract follows the way the statute is written rather than needing to re-write the statute to follow the language of the contract.
9. Adjournment at 12:00 PM
10. Next Meeting – November 9, 2010