

APPROVED MINUTES

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

September 7, 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.

1. Meeting called to order by Chairman Coffin at 9:00 AM
2. Motion by E. Harvey to accept the minutes of July 13, 2010, seconded by P. Beck. Motion carried.
3. Executive Director Chris Winters gave an overview of the OPR office structure and introduced Carla Preston as new Case Manager. Mr. Winters will visit the board in November to discuss Budgets and Regulatory process.
Reminder November 10, 2010 is the Board Retreat being held at the Stowe Flake in Stowe.
4. John Coffin requesting a “Standardized Claims Form” which needs to include, date of contract, telephone number, next of kin, etc. Terry will produce a draft of the claims form and bring to the board for review at the November meeting.
5. Chairman Coffin requesting the flow charts inserted into the agenda, the case number, I-team member, the status of each case.
6. Status of Cases – Terry Gray reported to the board the following:
2 cases pending charges
2 cases under investigation and 8 pending hearings.
7. Applications – Terry asked the board how they want to handle the practical. Board recommended Terry send all the information on the license to the board members and have the license call one of them to set up an appointment.
8. Dan Vincent handed out a copy of the state statute for the board to determine if crematory employees need an oversight, change or requirement of employees of a crematory need to be licensed as removal personnel. The board felt it was informative but not necessary.

9. **PRENEEDCONTRACT**
 The board did not want to review the revised the contract dated 9/6/10. They reviewed the contract provided by Peter Beck with the following changes.
- PAGE 2
 G.REVOCATION—under Revocable—change Funeral Director to Funeral Establishment.
 IRREVOCABLE—change from Funeral Director to Funeral Establishment.
- PAGE 3—NO CHANGES
- PAGE 4—NO CHANGES
- PAGE 5—PARAGRAPH IV. DECLARATION OF TRUST
 D.REMOVE 6.5D
- PAGE 6—No changes to Peter's version.
- Motion made by Chairman Coffin, seconded by Bob Covey. To leave the document format that exists with Peter Beck's version. Motion Carries.
- Motion made by Peter Beck, seconded by B. Covey To accept the September 7, 2010 Pre-Need Contract as written to be used as the standard contract. Motion Carries.
10. **BOARD ELECTION.**
- Motion made by Lyndon Mann to keep John Coffin as Chair, Lyndon Mann as Vice Chair and Peter Beck as Secretary. Seconded by P. Beck. MOTION CARRIES.
11. **NEXT MEETING NOVEMBER 9, 2010**
12. **MEETING ADJOURNED NOON.**