

## UNAPPROVED MINUTES

March 8, 2016  
Vermont Board of Funeral Service  
89 Main St., 3<sup>rd</sup> Floor  
Montpelier, VT 05620-3402

8:30 AM – Curriculum Committee  
9:00AM – Board Meeting

Board Members present: Larry Gile, James Minor, Alexandra Thayer, Michael Donahue and Daniel Coane

Staff present: Gabe Gilman, General Counsel; Danielle Rubalcaba, Licensing Board Specialist; Carla Preston, Case Manager

Visitors: Greg Camp

1. **Call to Order:** Meeting called to order at 9:00 am by Chairman Larry Gile.
2. **Approval of Minutes:** Motion to approve the March 8, 2016 minutes made by Daniel Coane, seconded by Michael Donahue. Motion Carried.
3. **Education Committee Report:** Education committee courses reviewed. Approved and denied courses shall be added to the lists published to the Board's website at <https://www.sec.state.vt.us/professional-regulation/professions/funeral-service/continuing-education.aspx>. Courses listed on the denied list did not meet the requirements set forth in Rule 4.3 and was considered marketing tool vs. educational. Motion to approve the Education Committee Report made by Alexandra Thayer, seconded by Michael Donahue. Motion carried.
4. **Closing Reports – None**
5. **Case Managers Report –** Three (3) Cases Pending. One (1) pending I-Team (1) under investigation, and one (1) pending charges.
6. **Rules Review and Discussion**
7. **Inspections – None**
8. **Meeting Adjourned:** Meeting adjourned at 12:15 pm.

Respectfully Submitted,

*Danielle M. Rubalcaba*

### Upcoming Meetings:

May 10, 2016

July 12, 2016

September 13, 2016

November 8, 2016