

## UNAPPROVED MINUTES

September 12<sup>th</sup>, 2017  
Vermont Board of Funeral Service  
89 Main St., 3<sup>rd</sup> Floor  
Montpelier, VT 05620-3402

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

Board Members not present: Jim Minor

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

Visitors: Greg Camp, Donna Gile

1. **Call to Order:** Meeting called to order at 9:00 am by Chairman Larry Gile.
2. **Changes to the Agenda:** A discussion on the changes to the agenda layout.
3. **Approval of Minutes:** Motion to approve the May 9<sup>th</sup>, 2017 minutes made by Michael Donahue, seconded by Daniel Coane. Motion Carried.
4. **Disciplinary Matters:** Docket No. 2016-413 Removal Personnel, Docket No. 2016-581 Removal Personnel, Alexander Thayer made a motion to approve both closing reports as proposed. Motion seconded by Daniel Coane. Motion Carried.
5. **Correspondences:**
6. **Topics for Discussion:** General Counsel Gabriel Gilman Discussed the Rules and Regulations.
7. **Administrative Updates:** Nine (9) pending charges, Three (3) have been requested to close, One (1) holding, Three (3) ready for an I-Team, and Two (2) are with the Investigators.
8. **Applications:** Alexandra Thayer made a motion to approve the Funeral Establishment application for Barnard Funeral Home. Motion seconded by Daniel Coane. Motion Carried
9. **Education Course Review:** 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 were considered marketing tool vs. educational. A motion was made by Daniel Coane to approve the 50 courses and deny 30 that did not meet the rule requirement. Motion seconded by Alexandra Thayer. Motion Carried.
10. **Other Business:**
11. **Public Comment:**
12. **Adjournment:** Larry Gile made a motion to adjourn the meeting at 10:00 am. Motion seconded by Daniel Coane. Motion carried.

Respectfully Submitted,

*Ashley Cota*

Upcoming Meetings for 2017:  
November 14<sup>th</sup> 2017