

## UNAPPROVED MINUTES

December 7, 2015  
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, Michael Donahue, James Minor and Daniel Coane

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

Visitors: Greg Camp and Chris Palerno

1. **Call to Order:** Meeting called to order at 9:02 am by Chairman Larry Gile.
2. **Approval of Minutes:** Motion to approve the November 10, 2015 minutes made by Michael Donahue, seconded by James Minor. Motion Carried.
3. **Education Committee Report:** Education committee reviewed 4 courses. 2 approved and 2 denied. 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.
4. **Case Manager Report:** Eight (8) Pending Cases. One (1) Holding. Five (5) Pending I – Teams. One (1) Closing report. One (1) Pending Charges.
5. **Concluded Reports:** 2015-98 Motion made by Danny Coane to approve this closing report, seconded by James Minor. Michael Donahue recused. Motion carried unanimously.
6. **Applications:** James Minor made a motion to approve Champlain Cremation for licensure as a funeral establishment. Motion seconded by Michael Donahue. Motion carried unanimously.
7. **Old Business** – Board worked on rule revisions with General Counsel Gabe Gilman.
8. **Meeting Adjourned:** Meeting adjourned at 12:15 P.M.

Respectfully Submitted,

Danielle M. Rubalcaba

### Upcoming Meetings:

January 12, 2016  
March 8, 2016  
May 10, 2016