



## **Board of Funeral Service**

### **Office of Professional Regulation, Vermont Secretary of State**

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#### **UNAPPROVED MINUTES**

May 8<sup>th</sup> 2018

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

Board Members present via phone conference: Larry Gile

Staff present: Colin Benjamin, Director; Gabe Gilman, General Counsel; Tara Grenier, Licensing Administrator IV; Ashley Cota, Licensing Administrator I

Visitors: Greg Camp

#### **1. Call to Order**

- a. Meeting called to order at 9:15 am by Michael Donahue.

#### **2. Approval of Minutes; Additions and Deletions to the Agenda**

- a. Daniel Coane made a motion to approve the March 21<sup>st</sup>, 2018 minutes as amended, seconded by James Minor. Motion Carried.

#### **3. Topics for Discussion**

- a. General Counsel Gabriel Gilman discussed with the board the discussion between Mr. Gilman and the Funeral Directors Association on the opportunities to align the alternative path program with CCV courses.

#### **4. Education Course Review**

- a. Education committee courses reviewed. Approved courses shall be added to the list published to the Board's website at <https://www.sec.state.vt.us/professional-regulation/professions/funeral-service/continuing-education.aspx>. Courses that are denied did not meet the requirements set forth in Rule 4.3 and were considered marketing tool vs. educational. A motion was made by Michael Donahue to approve the 7 courses and deny 10 that did not meet the rule requirement. Motion seconded by Daniel Coane. Motion Carried.

#### **5. Applications**

- a. Michael Donahue made a motion to table the Funeral establishment applications for Ker Phaneuf Funeral Homes and Crematorium and the Crematory Establishment application for Cremation Society of New Hampshire, to allow discrepancies on the forms and inspection report to be addressed. Motion seconded by Alexandra Thayer. Motion Carried.

**6. Adjournment**

- a. James Minor made a motion to adjourn the meeting at 11:135 am. Motion seconded by Alexandra Thayer. Motion carried.

Respectfully Submitted,

*Ashley Cota*

Upcoming Meetings for 2018:

July 10<sup>th</sup>, 2018