

## UNAPPROVED MINUTES

January 9<sup>th</sup>, 2017  
Vermont Board of Funeral Service  
89 Main St., 3<sup>rd</sup> Floor  
Montpelier, VT 05620-3402

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

Board Members not present: Larry Gile

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

Visitors: Greg Camp, Chris Palermo

1. **Call to Order:** Meeting called to order at 9:07 am by Michael Donahue.
2. **Changes to the Agenda:** A discussion on the changes to the agenda layout.
3. **Approval of Minutes:** Motion to approve the September 12<sup>th</sup>, 2017 minutes made by Daniel Coane, seconded by Michael Donahue. Motion Carried.
4. **Disciplinary Matters:** None
5. **Correspondences:** None
6. **Topics for Discussion:** General Counsel Gabriel Gilman Discussed the Rules and Regulations.  
  
Michael Donahue made a motion, Seconded by James Minor, to allow Gabriel Gilman to interact with the Funeral Association to achieve a reasonable path to licensure as a Funeral Director through apprenticeship.
7. **Administrative Updates:** Colin Benjamin Discussed changes to the closing reports.
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 17 courses and deny 8 that did not meet the rule requirement. Motion seconded by James Minor. Motion Carried.
10. **Other Business:**
11. **Public Comment:**
12. **Adjournment:** James Minor made a motion to adjourn the meeting at 11:55 am. Motion seconded by Michael Donahue. Motion carried.

Respectfully Submitted,

*Ashley Cota*

Upcoming Meetings for 2018:  
March 13<sup>th</sup> 2018