

## UNAPPROVED MINUTES

January 12, 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, Michael Donahue, James Minor, Alexandra Thayer and Daniel Coane

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

Visitors: Greg Camp and Paul Guare

1. **Call to Order:** Meeting called to order at 9:00 am by Chairman Larry Gile.
2. **Approval of Minutes:** Motion to approve the December 7, 2015 minutes made by Michael Donahue, seconded by Daniel Coane. Motion Carried.
3. **Education Committee Report:** Education committee reviewed 69 courses. 31 approved and 38 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) Pending Investigation. One (1) Pending Charges.
5. **Concluded Reports:** None
6. **Applications:** Michael Donahue made a motion to approve Birch Grove Crematory for licensure as a crematory establishment. Motion seconded by James Minor. Motion carried unanimously.
7. **Old Business** – Board worked on rule revisions will further the discussion at a rule meeting February 9<sup>th</sup>.
8. **Meeting Adjourned:** Meeting adjourned at 10:50 am.

Respectfully Submitted,

Danielle M. Rubalcaba

### Upcoming Meetings:

February 9, 2016 (Rules)  
March 8, 2016  
May 10, 2016