



**DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Conference Room E300
Washington, DC 20024
Meeting Minutes
Thursday, June 1, 2017**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, June 1, 2017, at 1100 4th Street, S.W., Room E300A-B, Washington, D.C. The Board held its Executive Session to discuss complaints and legal counsel report.

The meeting was called to order by Chairman John McGuire at 1:45 PM.

Board Members Present: John McGuire, Asanti Williams, Duane Hills

Board Members Absent: Randolph Horton

Staff Present: S. J. Brown, *Board Administrator* Pamela Hall, *Board Administrator*, Kia Winston, *Legal Advisor*, Cynthia Briggs, *OPLA*, Erin Horne McKinney, *OPLA*, Clifford Cooks, *Program Manager*

Agenda Item: Comments from the Public

None.

Agenda Item: Minutes

Upon a motion duly made by Board member Duane Hills, and properly seconded by Board member Asanti Williams, the Board unanimously voted to approve minutes for the May 4, 2017 meeting without corrections.

Executive Session

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Duane Hills, the Board unanimously voted to go into executive session to discuss complaints and legal reports; no applications were discussed.

Agenda Item: Complaints

No Board action taken.



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Agenda Item: Old Business

Pre-Need Audit Status: Discussion was tabled to receive filings from the few remaining funeral home establishments.

Chapter 30 Regulations: Chairman McGuire suggested that Board members review Chapter 30 before the July 2017 meeting; and identify edits, changes or updates, and have them ready to discuss at the July meeting.

Agenda Item: New Business

2017 Practitioners Forum: The Board preliminarily reviewed speakers and selected the main speakers; some of last year's sessions would be switched-out. The Board will finalize speakers at the next meeting. Also, a different month (October rather than November) and/or a different day were discussed, to avoid conflicting with the Virginia Association's meeting. Holding the Forum during the day and evening was contemplated. The Forum has been averaging approximately 60-85 practitioners per event; the Kellogg Conference Center Auditorium has been oversized for the number of attendees; considering a smaller room rather than the auditorium at Kellogg was discussed. The logistics will be determined at a later date. The Board decided on Thursday, October 12th as the 2017 Forum date, and the evening time period remains. An alternate date will be considered and selected at the next meeting. The Board will look to finalize the theme at its next meeting as well. By consensus, "Industry" will not be used in the 2017 Forum theme.

CLEAR Conference: the following were the details:

The 2017 CLEAR Board Member Training is scheduled for Monday, June 5, 2017, between the hours of 8:30 AM – 5:00PM. It will occur at the Historic Charles Sumner School Museum and Archives, located at 1201 17th Street NW, Washington, DC 20006. Chairman McGuire, Board members Asanti Williams and Duane Hills are to attend. Past Chairman Lynn Armstrong Pattersons and past Consumer Member Essita Duncan will be recognized for their past service on the Board and to the citizens of the District of Columbia.

Chairman Announcement: Mr. McGuire asked that if a Board member cannot attend a meeting or will be late, please notify staff as soon as possible.



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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, July 6, 2017 at 1:00 pm.

Agenda Item: Adjournment

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board unanimously voted to adjourn the meeting at 2:39 pm.

Respectfully submitted,

John McGuire, Chairman

4 JAN 2018

Date

Recorder: S. J. Brown, Board Administrator