

# **TENNESSEE BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

## **MINUTES OF BOARD MEETING**

**DECEMBER 9, 2014**

President Robert Starkey called the meeting to order at 10:00 a.m. in Conference Room 1-B, Davy Crockett Tower, Nashville, Tennessee.

Board members present: Robert Starkey, President; Anita Taylor, Vice President; Robert Helms, Wayne Hinkle, David Neal, Jane Gray Sowell and Anita Taylor.

Board member(s) absent: W. T. Patterson

Staff present: Robert Gribble, Executive Director; Ellery Richardson, Assistant General Counsel; B. Denard Mickens, Assistant General Counsel; Christopher M. Bellamy, Assistant General Counsel; Lisa Mosby, Administrative Manager; and DePrey Flournoy, Administrative Secretary.

### **ADOPTION OF AGENDA:**

A motion was made by David Neal to approve the Agenda as printed.

Seconded by Wayne Hinkle

Adopted by voice vote

### **FORMAL HEARING:**

#### **Docket No. 12.21-128153A**

#### **Complaint Nos. 2012011351 and 2012017131**

- Respondent: Legacy Funeral Services A/K/A Legacy Funeral & Cremation Services, 9800 Mount Pyramid Court, Suite 400, Englewood, Colorado 80112-2669, Unlicensed

The State was represented by Assistant General Counsel B. Denard Mickens. Neither the Respondent nor counsel for the Respondent was present at the hearing. The Administrative Judge was D. Kim Summers.

The subject of this hearing was the proposed assessment of civil penalties, hearing costs, and a Cease and Desist Order for Respondent's unlicensed practice of providing funeral directing and funeral services in Tennessee due to Respondent's failure to register as a funeral establishment with the Tennessee Board of Funeral Directors and Embalmers. Upon consideration of the testimony of witnesses, exhibits filed in the matter, and upon the entire record, it was the

determination of the Board of Funeral Directors and Embalmers / Administrative Judge that the Petitioner's request for civil penalties, costs and a Cease and Desist Order shall be granted. Specifically, the Respondent was assessed and shall pay a civil penalty to the State of Tennessee in the amount of Eight Thousand Dollars (\$8,000.00), as prayed by the State, representing a penalty of One Thousand Dollars (\$1,000.00) per occurrence for each of the following eight (8) illegal acts by the Respondent:

- a) Two (2) counts of unlawfully holding out to the public that it is a funeral director or engaged in a practice as defined in Tennessee rules and regulations;
- b) Two (2) counts of engaging in the business of funeral directing without first registering with the State Board of Funeral Directors and Embalmers;
- c) Two (2) counts of unlawful unlicensed operation of a funeral establishment; and
- d) Two (2) counts of violating Tennessee rules and regulations governing funeral directing.

The Board assessed \$8,000.00 in civil penalties and \$478.00 in hearing costs for a total \$8,478.00. Additionally, the Respondent was Ordered to Cease and Desist from providing any funeral directing services in the State of Tennessee, unless and until Respondent is duly registered with the Tennessee Board of Funeral Directors and Embalmers to provide said services.

**APPROVAL OF MINUTES:**

A motion was made by Robert Helms to approve the Minutes of the September 9, 2014 Board Meeting.

Seconded by Anita Taylor

Adopted by voice vote

A motion was made by Wayne Hinkle to approve the Minutes of the October 14, 2014 Board Meeting.

Seconded by David Neal

Adopted by voice vote

**LEGAL REPORT:**  
**ELLERY RICHARDSON, ASSISTANT GENERAL COUNSEL**

Abbreviations:

GPL – General Price List

CPL – Casket Price List

OBCPL – Outer Burial Container Price List

SFGSS – Statement of Funeral Goods and Services Selected

---

**1. Case No.: L14-FUN-RBS-201402318**

**Complaint:**

- Complaint alleges that Respondent told the family that the body was not suitable for viewing due to lack of refrigeration and that none of the establishments in town have refrigeration. Complainant is shocked that the funeral home does not have refrigeration and states that she would have transferred the body to an establishment with refrigeration if she had known Respondent did not have it.

**Response:**

- Respondent states that none of the establishments in the county have refrigeration.

**Recommendation:**

- Dismiss the complaint, as Tennessee law does not require establishments without cremation facilities to have refrigeration, and authorize a letter to the complainant stating that the law does not require it.

A motion was made by Wayne Hinkle to accept Counsel's recommendation.

Seconded by David Neal

Adopted by voice vote

---

**2. Case No.: L14-FUN-RBS-201402371**

**Complaint:**

- Complaint alleges that Respondent lost the body of a baby that was born premature and weighed one pound one ounce.

**Response:**

- Respondent states that upon discovery of the lost remains, it immediately notified the mother and undertook an internal investigation, but it was unable to locate the remains. Respondent is communicating with the mother's attorney and is doing what it can, though it realizes it cannot fully rectify the situation.

**Recommendation:**

- Consent Order with \$1,000 civil penalty and authorization for a hearing.

A motion was made by Robert Helms to accept Counsel's recommendation.

Seconded by Jane Gray Sowell

Adopted by voice vote

---

**3. Case No.: L14-FUN-RBS-2014017201**

**Complaint:**

- Complaint alleges that Respondent ignored the deceased's spouse's wishes and followed the wishes of the deceased's children. Complainant states that she called and spoke with Respondent multiple times before the cremation and informed him that the deceased's spouse wished for cremation through a different provider and had a preneed funeral contract with that provider, but these calls were ignored.

**Response:**

- Respondent states that the children told him that the spouse lived in an assisted living facility and was incapable of making decisions due to his deteriorated mental state. He offered to drive to the assisted living facility to speak with the spouse, but the children assured him that the spouse would be unresponsive. The children told him that the deceased had a preneed policy with another establishment, but the other establishment wouldn't transfer the policy to Respondent; the children decided to use Respondent for the services, and Respondent honored the preneed prices. Respondent states that complainant did not contact him until after the cremation. Once he found out that the spouse was able to make decisions and wanted the cremains, he coordinated with the children to send the cremains to him.
- An investigation revealed that the other establishment would not transfer the preneed policy because of non-payment. Additionally, Respondent checked "No" for whether there is a spouse on the cremation authorization form and had the three children sign it. The oldest child stated that the spouse suffers seizures and dementia; he often is disoriented and does not know where he is. The investigation was inconclusive as to whether the complainant contacted Respondent before the cremation or not.

**Recommendation:**

- Consent Order with \$500 civil penalty, \$500 in investigation costs, and authorization for a hearing.

A motion was made by Wayne Hinkle to accept Counsel's recommendation.

Seconded by Robert Helms

Adopted by voice vote

---

#### **4. Case No.: L14-FUN-RBS-2014015151**

##### **Complaint:**

- Complainant alleges that Respondent conspired with her aunt to disinter her grandfather's remains from a Tennessee cemetery and reinter him in Illinois to reunite him with his wife, who is interred in Illinois. Complainant alleges that this was immoral and unethical for Respondent to not contact her or the rest of her family living in Tennessee before the disinterment, and that Respondent did not attempt to properly ascertain the next of kin. Complaint also alleges that Respondent did not notify the cemetery of the disinterment until after the fact and Respondent took flowers and the headstone, and the cemetery reported a theft. Complaint also alleges that Respondent put the vault holding the remains through a car wash. Additionally, Complainant states that Respondent mailed a death certificate to the aunt years ago when complainant's mother died. Respondent admits mailing this death certificate. Complainant claims Respondent violated the laws of the Department of Health by giving her aunt a copy of the death certificate of her mother. The statute allows death certificates to be given to next of kin.

##### **Response:**

- Respondent states that both the deceased's daughter in Illinois and an Illinois funeral home contacted him about disinterment. Respondent states that the daughter asked that he not discuss the disinterment for confidentiality reasons, and he complied with her request. Once he received payment, instructions from Illinois, the disinterment authorization form signed by the daughter, and the disinterment permit from the Department of Health; Respondent performed the disinterment on May 29 and 30, 2014.
- Respondent originally thought that the daughter was going to contact the cemetery, so he did not communicate with the cemetery until after the disinterment, and he apologized for not notifying them earlier. Respondent states he power washed the vault before transporting it. After the disinterment he learned that there was a second daughter, and he immediately contacted the second daughter to ascertain her authorization.
- An investigation revealed that the two daughters were in agreement to move their father to Illinois to reunite their parents, but the funeral director did not inquire whether there were other siblings with the same right of disposition, and the second daughter did not provide a written authorization until after the disinterment. The cemetery complained that they were not notified but denied reporting a theft. The cemetery also expressed concerns that Respondent did not adequately fill in the grave after the disinterment, causing the ground to sink. Respondent stated that he filled in the grave and is willing to correct any remaining problems. The

cemetery also states that Respondent has not provided a temporary headstone for three burials it has conducted at the cemetery, which makes it difficult for the cemetery to keep proper records. Those burials all now have permanent headstones.

**Recommendation:**

- Consent Order with \$250 civil penalty, \$400 in investigation costs, and authorization for a hearing.

A motion was made by Wayne Hinkle to accept Counsel's recommendation.

Seconded by David Neal

Adopted by voice vote

---

**5. Case No.: L14-FUN-RBS-2014024731**

**Complaint:**

An inspection revealed:

- Respondent cremated a deceased with a cremation authorization form that has not been submitted for approval and did not have a funeral director's signature.
- Another deceased was cremated without the authorizing agent's signature on the form.
- Respondent did not use a permanent identification device for two cremains.
- Respondent was also cited for failure to properly maintain its Crematory Log. Specifically, Respondent did not fully fill in the log to include Date of Release and Manner of Final Disposition for twenty-one (21) cremations.

**No Response**

**Recommendation:**

- Consent Order with civil penalty of \$1,500 and authorization for a hearing.

A motion was made by Robert Helms to accept Counsel's recommendation.

Seconded by Wayne Hinkle

Adopted by voice vote

---

**6. Case No.: L14-FUN-RBS-2014024971**

**Complaint:**

- Complaint alleges that Respondent took too long to cremate and ship the cremains to the family in North Carolina.

**Response:**

- Respondent states that the deceased passed away on August 23, 2014. Respondent spoke with complainant four days later and faxed the cremation authorization form to her and told her that they would start the cremation after they received all the necessary paperwork and payment. The health department did not issue the cremation permit until September 5, 2014, and the cremation was performed on September 6, 2014. Respondent was not able to get in touch with the family until September 10, 2014; Respondent mailed the cremains that day, and they arrived on September 12, 2014. The family received the cremated remains twenty (20) days after death.

**Recommendation:**

- Close

A motion was made by Wayne Hinkle to accept Counsel's recommendation.

Seconded by Anita Taylor

Adopted by voice vote

---

**7. Case No.: L14-FUN-RBS-2014025281**

**Complaint:**

- Complaint alleges that Respondent's website lists five (5) unlicensed individuals as "morticians" and has a photo of an unnamed individual.

**Response:**

- Respondent states that it had just launched its website a few months before the violation was noted, and once it was brought to their attention they immediately removed the "mortician" references.

**Recommendation:**

- Consent Order with civil penalty of \$250 and authorization for a hearing.

A motion was made by Anita Taylor to accept Counsel's recommendation.

Seconded by Wayne Hinkle

Adopted by voice vote

---

**8. Case No.: L14-FUN-RBS-2014025301**

**Complaint:**

- Respondent's establishment license expired on January 31, 2014 and was not renewed until March 13, 2014. Respondent cremated seventy-eight (78) individuals during this time.

**Response:**

- Respondent apologizes for the oversight and states that it corrected the licensing issue as soon as it was discovered.

**Recommendation:**

- Consent Order with civil penalty of \$1,950 and authorization for a hearing.

A motion was made by David Neal to accept Counsel's recommendation.

Seconded by Wayne Hinkle

Adopted by voice vote

---

**9. Case No.: L14-FUN-RBS-2014025331**

**Complaint:**

An inspection revealed:

- Two (2) cremation authorization forms were missing
- Seven (7) cremation authorization forms were found not to be dated by the authorizing agent

**Response:**

- Respondent states that they have located the two (2) missing forms (submitted proof) and have gone back and corrected all the cremation authorization forms to add the date and wishes to ensure that this mistake will not take place again.

**Recommendation:**

- Consent Order with \$250 civil penalty and authorization for a hearing.

A motion was made by Anita Taylor to accept Counsel's recommendation.

Seconded by Wayne Hinkle

Adopted by voice vote

---

**10. Case No.: L14-FUN-RBS-2014026441**

**Complaint:**

- Complaint bought the establishment and goodwill of Respondent's former funeral home (X) and subsequently changed the location and name. Complainant alleges that Respondent opened a new funeral home and in advertisements calls the new establishment "formerly X funeral home". As the purchaser of (X) funeral home, complainant alleges that this is misleading and deceptive.

**Response:**

- Respondent states that they do not intend to be misleading, and the purpose of the statement is to let members of the public know that their location is the same as the old (X) funeral home.

**Recommendation:**

- Consent Order with \$250 civil penalty and authorization for a hearing.

A motion was made by Wayne Hinkle to accept Counsel's recommendation.

Seconded by Anita Taylor

Adopted by voice vote

---

**11. Case No.: L14-FUN-RBS-2014026801**

**Complaint:**

- Complaint alleges advertising in violation of TCA § 62-5-314. The advertisement shows a photo of its staff and does not disclose whether the individuals are licensed funeral directors or not.

**Response:**

- Respondent admits that the advertisement did not have the proper disclosures but states that the newspaper did not give them a proof of the ad for them to approve before it ran, as they had requested. Respondent submits proof that it told the newspaper to include the disclosures. The newspaper states that it accidentally ran the ad a week before it was supposed to run, did not send Complainant a proof, and admits that it left the disclosure off by mistake.

**Recommendation:**

- Close – while this Respondent has a history of advertising violations, legal believes that the facts in this compliant warrant closure.

A motion was made by Anita Taylor to accept Counsel's recommendation.

Seconded by Wayne Hinkle

Adopted by voice vote

---

**12. Case No.: L14-FUN-RBS-2014025071**

**Complaint:**

An inspection revealed:

- The establishment license expired on April 30, 2014 and was not renewed until May 27, 2014. Respondent handled two (2) cases during this period.

**No Response**

**Recommendation:**

- Consent Order with civil penalty of \$350 and authorization for a hearing.

A motion was made by Robert Helms to accept Counsel's recommendation.

Seconded by David Neal

Adopted by voice vote

---

RE-PRESENTS

---

**13. CASE NO.: L13-FUN-RBS-2013000591**

**14. CASE NO.: L13-FUN-RBS-2013000592**

Respondent was arrested for aggravated assault and reckless endangerment over a domestic incident. Case was previously put into litigation monitoring status. On September 3, 2014, the judge dismissed the case and agreed to expunge Respondent's record.

**Recommendation:**

- Close with a Letter of Warning.

A motion was made by Wayne Hinkle to accept Counsel's recommendation.

Seconded by Anita Taylor

Adopted by voice vote

---

**ADMINISTRATIVE MATTERS:**

**ROBERT B. GRIBBLE, EXECUTIVE DIRECTOR****LICENSEE REPORT:****REPORT OF LICENSES ADMINISTRATIVELY APPROVED BY EXECUTIVE  
DIRECTOR PURSUANT TO BOARD AUTHORITY FOR THE PERIOD OF  
OCTOBER 14, 2014 – DECEMBER 8, 2014**

<b><u>Establishment(s)</u></b>	<b><u>Type of License(s)</u></b>
Affordable Funerals & Cremation Services Jackson, TN	New Establishment
Curry Funeral Home Dyersburg, TN	New Establishment
Nelson & Sons Chapel Murfreesboro Murfreesboro, TN	New Establishment
Upper Cumberland Transitions, LLC Jamestown, TN	New Establishment
Oak Hill Funeral and Cremation Services, LLC Kingsport, TN	Ownership and Name Changes
Berry Lynnhurst Funeral Home Knoxville, TN	Name Change
Serenity Funeral Home Memphis, TN	Name Change
<b><u>Individual(s)</u></b>	<b><u>Type of License(s)</u></b>
Travis Lee Crossland Belvidere, TN	Funeral Director/Embalmer
Sarah-Ashley Elisabeth Crowe Nashville, TN	Funeral Director/Embalmer
Seanna Rae Hamm Senatobia, MS	Funeral Director/Embalmer
Tommy Mason Money Olive Branch, MS	Funeral Director/Embalmer
Jami Renee Lawson	Funeral Director/Embalmer

Norton, VA	Reciprocity – Virginia
Philip Walton Smith Marion, AR	Funeral Director/Embalmer Reciprocity – Arkansas
Wade Winkler Connersville, IN	Funeral Director/Embalmer Reciprocity – Indiana
Gayla Lorraine Guerard Whitwell, TN	Funeral Director
Velina Lucette Kemp Carthage, TN	Funeral Director
William Gregory Myers Murfreesboro, TN	Funeral Director Reciprocity – North Dakota
Kenya L.J. Stewart Memphis, TN	Funeral Director Reapplication
Eric Daniel Cullop Mountain City, TN	Embalmer

**CLOSED ESTABLISHMENT REPORT:**

Two (2) establishments have reported closing since the last board meeting:

- Grace Funeral Home, 1012 Buchanan Street, Nashville, TN; and
- Serenity Funeral Home & Cremation Center, LLC, Cleveland, TN.

**DISCIPLINARY ACTION REPORT:**

**REPORT OF CONSENT ORDERS ADMINISTRATIVELY  
ACCEPTED/APPROVED BY THE EXECUTIVE DIRECTOR  
PURSUANT TO BOARD AUTHORITY FOR THE PERIOD OF  
OCTOBER 1, 2014 – NOVEMBER 30, 2014**

Respondent: Alexander Funeral Home, Gallatin, TN  
Violation: False or misleading advertising  
Action: \$125 Civil Penalty

Respondent: Appalachian Funeral Home and Cremation Services,  
Johnson City, TN  
Violation: Failed to affix a permanent identification device to deceased  
human remains, failed to obtain and maintain a copy of the  
current license for the crematory utilized, cremation

authorization form lacked the funeral director signature, and contracts lacked the reason for embalming  
Action: \$750 Civil Penalty

Respondent: Bilbrey Funeral Home, Inc., Crossville, TN  
Violation: After the informant, a former step-daughter, told the establishment that the decedent had two sons, the establishment buried the decedent four days after death without making any attempts to find or contact decedent's sons and without attestation in writing that a good faith effort had been made to no avail to contact those individuals  
Action: \$500 Civil Penalty

Respondent: Companion Funeral & Cremation Service, Cleveland, TN  
Violation: Photographs of unlicensed employees, owners, or operators contained in magazine advertisements either gave or tended to give the impression that those persons were licensed to practice as a funeral director or an embalmer  
Action: \$250 Civil Penalty

Respondent: Davis-Campbell-McClain Funeral Home, Nashville, TN  
Violation: Failed to obtain and maintain a copy of the current license and results of latest inspection for the crematory utilized and price lists contained inconsistencies  
Action: \$750 Civil Penalty

Respondent: Family Heritage Funeral Home, Inc., Gallatin, TN  
Violation: False or misleading advertising  
Action: \$125 Civil Penalty

Respondent: Hardwick & Sons Funeral Home, Inc., Chattanooga, TN  
Violation: Establishment charged more for a casket than its price on the General Price List, had other caskets priced higher on display than their price listed on the General Price List, failed to list a reason for embalming on the contract, the establishment's website either gave or tended to give the impression that non-licensed staff were licensed to practice as a funeral director or an embalmer, and failed to respond within the time specified after receiving notice of an open complaint  
Action: \$1,000 Civil Penalty

Respondent: Henry Louis Smith Funeral Directors, Nashville, TN  
Violation: Failed to retain a cremation authorization form in the decedent's file and multiple aspects of the establishment's price lists did not comply with the Funeral Rule

Action: \$500 Civil Penalty

Respondent: Henry Louis Smith Funeral Directors, Nashville, TN  
Violation: Failed to retain a cremation authorization form in the decedent's file, permitted a business card, likely to be viewed by the public, to reference the establishment by a name other than the exact name approved by the Board, failed to provide a reason for embalming on contracts, and multiple aspects of the establishment's price lists did not comply with the Funeral Rule

Action: \$1,500 Civil Penalty

Respondent: Henry Louis Smith Funeral Directors, Nashville, TN  
Violation: Engaged in the operation of a funeral establishment while the establishment license was expired, the license of a funeral director was not available for inspection, cremation authorization forms contained incorrect number of days regarding disposition of unclaimed cremated human remains, failed to obtain and maintain the latest inspection report of the crematory utilized by the funeral home, signage referenced the funeral establishment by a name other than the exact name approved by the Board, and multiple aspects of the establishment's price lists did not comply with the Funeral Rule

Action: \$2,000 Civil Penalty

Respondent: Joe Ford Funeral Home, LLC, Memphis, TN  
Violation: Refused to promptly surrender the custody of dead human body upon the expressed order of the person legally entitled to the body

Action: \$1,000 Civil Penalty and \$200 Administrative Costs

Respondent: Joe Ford Funeral Home, LLC, Memphis, TN  
Violation: Failed to honor financial obligations to suppliers, distributors or other persons with whom they conduct business in a timely manner and failed to respond within the time specified after receiving notice of an open complaint

Action: \$1,000 Civil Penalty

Respondent: Joe Ford Funeral Home, LLC, Memphis, TN  
Violation: Failed to honor financial obligations to suppliers, distributors or other persons with whom they conduct business in a timely manner, provided payment with checks that were returned unpaid by the bank as non-sufficient funds, and failed to respond within the time specified after receiving notice of an open complaint

- Action: \$1,250 Civil Penalty
- Respondent: Lewis & Wright Funeral Directors, Nashville, TN  
Violation: Failed to provide a reason for embalming on contracts, multiple aspects of the establishment's price lists did not comply with the Funeral Rule, and failed to respond within the time specified after receiving notice of an open complaint
- Action: \$750 Civil Penalty
- Respondent: Lewis & Wright Funeral Directors, Nashville, TN  
Violation: Advertisements which listed an unlicensed employee as a funeral service specialist either gave or tended to give the impression that the individual was licensed to practice funeral director or embalming and failed to respond within the time specified after receiving notice of an open complaint
- Action: \$1,250 Civil Penalty
- Respondent: Christy Leann Roberts, Flintville, TN  
Violation: Engaged in the practice of funeral directing while funeral director license was expired
- Action: \$500 Civil Penalty
- Respondent: Roundtree, Napier & Ogilvie Funeral Home, Franklin, TN  
Violation: A cremation authorized form lacked the signature of a funeral director, an unlicensed individual took a cremation authorization form without a funeral director's signature to be copied and admitted to forgery of the funeral director's signature on the form upon his return of the document to the Field Representative, multiple aspects of the establishment's price lists did not comply with the Funeral Rule, and failed to respond within the time specified after receiving notice of an open complaint
- Action: \$1,250 Civil Penalty
- Respondent: Watson-North Funeral Home, Cremation Center & Memorial Park, Winchester, TN  
Violation: Engaged in unfair or deceptive acts or practices as defined in the Funeral Rule
- Action: \$250 Civil Penalty

**OPEN COMPLAINT REPORT:**

As of December 8, 2014 there were forty-seven (47) open complaints.

A motion was made by David Neal to accept the Executive Director's Report.

Seconded by Anita Taylor

Adopted by voice vote

---

**INDIVIDUAL APPLICATION:**

**James Oth Mitchell  
Bardwell, KY**

**Funeral Director/Embalmer  
Reciprocity – Kentucky**

Upon motion by Wayne Hinkle and seconded by Robert Helms, based upon application record, this individual was approved for licensure.

Adopted by voice vote

**ESTABLISHMENT APPLICATIONS:**

**NASHVILLE CREMATION CENTER  
8120 SAWYER BROWN ROAD, SUITE 108  
NASHVILLE, TN 37221-1410**

A motion was made by Wayne Hinkle and seconded by David Neal, based upon application record, the establishment was approved for licensure.

Board Member(s) noted as voting contrary to conclusion: Jane Gray Sowell

Adopted by voice vote

**CREMATION SOCIETY OF TENNESSEE, LLC  
2014 ELMER POGUE DRIVE, SUITE 102  
COLUMBIA, TN 38401-7280**

As no representative for the establishment was present, a motion was made by Wayne Hinkle and seconded by Robert Helms to table this change of location application for the funeral establishment until the next scheduled meeting.

Adopted by voice vote

---

**ELECTION OF BOARD OFFICERS FOR THE YEAR OF 2015:**

**President:**

Wayne Hinkle made a motion to nominate Anita Taylor as President of the Board for 2015.

Wayne Hinkle withdrew his motion.

Jane Gray Sowell made a motion to nominate and elect Robert Starkey as President of the Board for 2015.

Seconded by David Neal

Adopted by voice vote

**Vice President:**

Jane Gray Sowell made a motion to nominate and elect Anita Taylor as Vice President of the Board for 2015.

Seconded by David Neal

Adopted by voice vote

**APPOINTMENT OF CONTINUING EDUCATION LIAISON FOR THE YEAR OF 2015:**

Anita Taylor made a motion to appoint Jane Gray Sowell as the Continuing Education Liaison for 2015.

Seconded by David Neal

Adopted by voice vote

**ADJOURN:**

A motion was made by Anita Taylor to adjourn.

Seconded by David Neal

Adopted by voice vote

The meeting was adjourned by President Robert Starkey at 12:45 p.m.

Respectfully submitted,

*Robert B. Gribble*

Robert B. Gribble, CFSP  
Executive Director