



Douglas A. Ducey
Governor

**ARIZONA STATE BOARD OF
FUNERAL DIRECTORS AND EMBALMERS**

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MINUTES

Committee Meeting on Continuing Education

Board Meeting Held On:

**Tuesday, April 30, 2019 • 11:30 a.m. • 1st Floor Conference Room “B”
1740 West Adams Street • Phoenix, AZ 85007**

- 1. CALL TO ORDER:** Donna Backhaus- Committee Chairman, called the meeting to order at 11:37a.m.

MEMBERS PRESENT: Donna Backhaus, Committee Chairman
Shawn Murphy, Committee Member
Brent Bouche, Committee Member
Andrew Perea-Hernandez, Committee Member

ABSENT: Nathan Caviness, Committee Member
Jack Peterson, Funeral Board Liaison

STAFF PRESENT: Judith Stapley, Executive Director
Yazmin Bustamante, Administrative Assistant

ATTORNEY GENERAL’S OFFICE: Thomas Raine, Assistant Attorney General

2. DECLARATION OF CONFLICTS OF INTEREST

3. MINUTES

Donna Backhaus- Committee Chairman, presented the minutes of the February 5, 2019, Continuing Education (CE) Committee Meeting. A motion to approve the minutes was made by Andrew Perea-Hernandez- Committee Member and seconded by Brent Bouche- Committee Member. No discussion. Motion passed unanimously (4-0).

4. CALL TO THE PUBLIC:

No members of the public were present to speak.

5. REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING COMMITTEE APPROVAL OF THE FOLLOWING CONTINUING EDUCATION COURSES.

A. Donna Backhaus- Committee Chairman, reported Master List Approved courses submitted.

1. **Selected Independent Funeral Homes-** 2019 Spring Management Summit May 1-3, 2019 Dallas, Texas- 7.5 hrs. – Workshops
2. **Dodge Co.-** 2019 Dodge Technical Seminar November 14-15 Las Vegas, Nevada -9 hrs.- Workshops
3. **Funeral Service Academy -** Today’s Funerals – What’s new? – 3 hrs. Category C- Online Self-Study
4. **Funeral CE –** OSHA Emergency Action Plans for Funeral Homes – 2 hrs. Category B or C- Online Self-Study
5. **NFDA**
 - a. 2019 All Staff FTC Funeral Roundtable - June 13, 2019 - 2 hrs. B or C- Live Webinar
 - b. NFDA Embalming and Restorative Arts Seminar- May 16-17, 2019- 9.75 hrs. A
 - c. NFDA Death Café Culture and Before I Die Festivals- April 18, 2019- 1 hr. C
 - d. NFDA 2019 Professional Women’s Conference –April 13-14 Annapolis Maryland- 8 hours (1.5 hrs. A, 3 hrs. B, 3.5 C)
6. **Kates-Boylston Publishing**
 - a. Funeral Service Business Plan Conference –Workshops – 10 hours
 - b. 2019 Pre-need Summit – Chicago. Illinois – 5 hrs.
7. **NFD and MA –** 2019 House of Representatives Conference – April 28-30, 2019 – Atlanta Georgia- 4 hrs. C
8. **Order of the Golden Rule (OGR) –**Educating the Families You Serve about the WHY of the Funeral – Workshop – October 25-26, 2019 Chicago, Illinois - 8.5 hrs. C

6. REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING COMMITTEE APPROVAL OF THE FOLLOWING CONTINUING EDUCATION COURSES.

A. Graystone Associates Inc.

- 1. Quick Start- 7 hours; Category C
- 2. Interpersonal Skills- 7 hours; Category C
- 3. Telephone Skills- 7 hours; Category C
- 4. Funeral Director Skills: Module One- 7 hours; Category C
- 5. Funeral Director Skills: Module Two- 7 hours; Category C

Following review and consideration, Andrew Perea-Hernandez- Committee Member, motioned to present to the Board the submitted courses for approval. Brent Bouche- Committee Member seconded this motion. No further discussion. Motion passed unanimously (4-0).

7. DISCUSSION AND POSSIBLE ACTION ITEMS FOR FUTURE MEETINGS

8. 2019 CONTINUING EDUCATION COMMITTEE MEETING SCHEDULE

August 27, 2019 at 11:30am

9. ADJOURNMENT

Andrew Perea-Hernandez- Committee Member, moved to adjourn at 12:03pm. This motion was seconded by Brent Bouche- Committee Member, and carried 4-0.

Judith Stapley
Executive Director

APPROVED BY:

Donna Backhaus, Committee Chairman

Jack Peterson, Funeral Board Liaison

Brent Bouche, Committee Member

Nathan Caviness, Committee Member

Andrew Perea-Hernandez, Committee Member

Shawn Murphy, Committee Member