

**Board of Standards and Policy Development**  
Conference Call Minutes  
July 28, 2014

**Present:**

Barbara Healy  
Claudia Freeman- Chairman  
Ron Nichols  
Bill Gustafson  
Tom Burkard  
Ray Kirk  
Curt Morrow

**Not Present:**

Donna Richards  
Becky Frasher

Kevin Seibert\*  
Kirsten Smith\*

\*denotes non-BOS members

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**Called to order:** 2:07pm CT by Claudia Freeman

**Review and Approve Minutes:**

Claudia called for comments or suggested changes to minutes from March 31, 2014 board meeting. No changes. Tom made motion to approve and Barbara 2<sup>nd</sup> the motion, passed.

**Updates on BOS and general InFRE activities:**

1. The NCCA standards are being updated and will be released for comments in the next few weeks. Kevin said there is a 60 day commentary period after the standards are released. He will send out the revised standards to the BOS members to review and will draft a comment letter to be sent to NCCA.
2. Kevin said that the CRC exam will be updated towards the end of the year or beginning of next year. We need to make sure the exam aligns to our updated Test Specifications. Kevin will work with the exam committee on the updates. CRC CE guideline topics also need to align with the 2013 test specifications.
3. Kevin will send the recertification committee (Tom, Donna, Becky, Ray) policy recommendations and action items to be discussed. Recommended policy changes will be sent to the BOS prior to 3<sup>rd</sup> quarter meeting.

Kevin indicated that we would like to encourage use of the online renewal process. A little less than 50% of certificants are currently renewing online. Raising renewals fees for those who don't renew online is being considered but there are a few implementation issues to be worked out first. Also discussed were ways to add value to certificants that provide incentive for renewal.

**Recurring/Old business:**

1. Quarterly CRC Activity Report. Kevin reported that certification registrations are a little down compared to last year but he expects greater than normal activity during the second half of the year. The CRC renewal rate remains steady at almost 90% annually

**New Business:**

1. Kevin is reviewing our current relationship with ProExam and will make a recommendation to the Board regarding exam administration and consulting services before the end of the year.
2. Kevin discussed the new designs for the lapel pin that is given to the certificants when they pass the exam and are certified. Most liked the pin that has Certified Retirement Counselor spelled out and was all blue.

**Date of next scheduled call:**

Date for the next call will be mid-October. A Doodle invite will be sent out in September to schedule the call in October.

**Adjourned Meeting:** Moved to adjourn meeting by Bill, 2<sup>nd</sup> by Ron. Call adjourned 3:03pm CT