

**Board of Standards and Policy Development**  
Conference Call Minutes  
January 15, 2016

**Present:**

Barbara Healy -Chairman  
Lance Palmer  
Ray Kirk  
Curt Morrow  
Donna Richards  
Becky Frasher  
Ron Nichols

**Not Present:**

Claudia Freeman

Kevin Seibert\*

Kirsten Smith\*

\*denotes non-BOS members

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**Called to order:** 9:04am CT by Barbara

**Review and Approve Minutes:**

Barbara asks for a review of the minutes from the October 2015 meeting. No changes recommended. Barbara called for a motion to approve minutes, Donna so moved, Becky seconded, motion passed unanimously.

**Recurring/Old business:**

Quarterly report

1. There were 370 CRC registrations in 2015. 290 registered candidates purchased study guides. Kevin is projecting 400 new candidate registrations for 2016.
2. Final renewal rates for 2015 were not available as December renewals are still being processed. Expectation is that renewal rate will be close to 90%, which is consistent with recent past.
3. The exam pass rate is staying consistent at 69-70%. October was the largest testing quarter for InFRE with over 150 candidates. Certificants continue to slowly increase every year. At the end of 2015 there were 1,866 active CRC certificants.

**Updated on BOS and general InFRE activities**

1. Kevin acknowledged David Davenport's contributions as InFRE's primary founder as well and his lasting and significant legacy to help raise the retirement readiness of the American worker throughout his professional career. His presence, leadership and passion for InFRE and our mission will be missed.
2. Kevin will start working on the exam updates this month and will be reaching out to Board members to help with exam questions. The Pass Point study will be conducted prior to the April 2016 exam administration. Personal Touch Assessment will help InFRE with the exam update,

exam administration for April and the pass point study and then will be closing their business after these projects are completed. Kevin is reviewing the proposals from the computer based testing companies and will ask for updated proposals to include examination services.

3. The Retirement Awareness Program development activities are moving forward. Kevin has conducted three focus groups over the past month. He will report the findings to the Advisory Team and NAGDCA.

### **New Business**

1. InFRE has not has an increase in program fees since 2008. Kevin recommended increasing the exam fee to \$525, the retake fee to \$225 and the renewal fee to \$140. Other fees will remain the same until further review of the computer based testing program. After some discussion, Barbara moved to accept the proposed fees, Sherry seconded, the motion passed unanimously.
2. Barbara Healy's and Claudia Freeman's second term on the Board will be ending as of this meeting. Kevin expressed his appreciation for their efforts and guidance during their terms on the Board.
3. Leigh Donohue and Justin Price are recommended as new members of the Board. Barbara called for a motion to accept recommendations for the new members, Ron so moved, Becky seconded, the motion passed unanimously.
4. Becky and Ron will be entering their second term. Ron Nichols was nominated as the Chairman and Becky Frasher as co-chairman. Ron and Becky left the call for voting. Barbara called for a motion to accept recommendations for chair and co-chair, Donna so moved, Lance seconded, the motion passed unanimously.

### **Date of next scheduled call:**

A Doodle invite will be sent out at the end of February to schedule the next call at the end of March.

### **Adjourned Meeting:**

Adjourned: 9:54 am CST