

Board of Standards and Policy Development
Conference Call Minutes
October 04, 2013

Present:

Tom Burkard
Jim Caldwell - Chairman
Claudia Freeman
Becky Frasher
Ron Nichols
Barbara Healy

Not Present:

Cathie Eitelberg
Bill Gustafson
Elaine Milam

Kevin Seibert*

Kirsten Smith*

*denotes non-BOS members

Call to order: 11:05am CST by Jim Caldwell

Minutes from March 21, 2012 board meeting were approved as written. Jim Caldwell made motion and Tom Burkard 2nd the motion, passed.

Updates on General InFRE Activities by Kevin Seibert:

1. 2013 Practice Analysis Study is on schedule. The Practice Analysis survey was sent out to all CRCs two weeks ago with a 22% response rate with one week to go before the deadline to complete the survey. There are a few more calls to schedule with Practice Analysis Task Force to discuss the survey results and complete the study. The final report should be completed by the end of December.
2. The NCCA renewal application is due July 2014. The plan is to submit the application in January to have time to address any issues before the actual renewal date. Kevin said that we will need to update the exam in 2014 based on the results of the Practice Analysis Study. Separately, the content in the CRC study guides will also need updating. Kevin asked board members to provide names of individuals that can help with updating the content but it is important that these individuals have not participated in creating exam items.

Recurring/Old Business

1. Kevin reviewed the quarterly report. InFRE has 420 registered CRC candidates for the year which puts us ahead of last year's total registered candidates. Kevin mentioned the relationship with Cannon Financial Institute has helped with registrations. Currently they have a 403(b) group of 250-300 people that will go through the program over the next two to three years. This should help InFRE reach the goal of 500 registered for the year and over 2,000 total certificants.
2. Kevin said than more candidates registered for the October exam than any previous testing date. If the trend continues, InFRE will look at an alternative

testing administration programs such as Prometric or a proctored online option. Kevin is helping NCCA connect with an online provider to review the process and possibility of administrating the exam online. Kevin has suggested that InFRE offer to do a study using the online option for testing to make sure that it doesn't jeopardize accreditation requirements. Kevin is planning to go through the accreditation application and review policy changes. He's hoping to have that done before the BOS call in December.

New Business

1. Kevin mentioned that Jim Caldwell, Cathie Eitelberg and Elaine Milam will be at the end of their second term and need to be replaced on the Board. Kevin has talked with Libby White, former InFRE Director of Operations, to be the public member. He asked the Board members to send him names of individuals that might be interested in being on serving on the InFRE Board of Standards. He said he would also look at the PATF Group and the Pass Point subcommittee for possible individuals that may be interested. Claudia Freeman will move into the Chairman position and a new co-chair will be selected.
2. Jim attended the NAGDCA conference and noticed the positive support for InFRE. Kevin also mentioned that there has also been strong industry member support for the CRC program over the past two years.
3. Claudia asked about the plan to promote the CRC to the University programs and students. Kevin indicated that this is something we would like to spend more time on and Betty Meredith was developing a plan of action. There was a strong student representation at the NAGDCA conference and very good participation in the new Quiz Bowl that InFRE helped to develop.

Date for the next call will be mid-December. ADoodle invite will be sent out in end of November for the December call.

Tom Burkard moved to adjourn, Ron Nichols 2nd, passed.

Adjourned: 11: 46 am CST