

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

Present:

Barbara Healy  
Jim Caldwell - Chairman  
Claudia Freeman  
Ron Nichols  
Bill Gustafson

Not Present:

Cathie Eitelberg  
Elaine Milam  
Tom Burkard  
Becky Frasher

Kirsten Smith\*

\*denotes non-BOS members

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Call to order: 1:05pm CST by Jim Caldwell

Minutes from October 04, 2013 board meeting were approved as written. Ron Nichols made motion and Barbara Healy 2<sup>nd</sup> the motion, passed.

It is noted that Kevin Seibert, Managing Director, is not available for the call. Kirsten Smith acts as the representative from InFRE.

Updates on General InFRE Activities:

1. 2013 Practice Analysis Study wrapped up in November and InFRE is awaiting final reports from ProExam.
2. The NCCA renewal application is due April 2014. The plan is to submit the application in January to have time to address any issues before the actual renewal date. Kirsten mentioned that they should have all the reports from ProExam shortly and be able to submit the application before the end of January.

Recurring/Old Business

1. Kirsten reviewed the quarterly report for final quarter of 2013. InFRE had 492 registered CRC candidates for the year which was just short of the goal of 500.
2. Kirsten said than more candidates tested for the October exam than any previous testing date. The pass/fail rate improved which could be due to the large group that tested with Cannon.

New Business

1. Prior to the conference call, the Board was sent the CRC Program Policies Manual with suggested Revisions. Kirsten reviewed the suggested revisions with specific mention of procedure changes in sections 4.1 and 4.2.1. Bill suggested including the procedure of updating regulatory questions to the manual. The other members agreed that it would be helpful that have information added. Kirsten made notes and will follow up with Kevin on

adding the suggestion to the CRC Program Policies Manual. Jim called for a motion to approve the changes pending the review of change from Bill. Claudia made the motion and Ron 2<sup>nd</sup> and the motion carried unanimously

2. Kirsten acknowledged Jim Caldwell, Cathie Eitelberg and Elaine Milam for their help on the Board during their terms. To show appreciation, Jim, Cathie and Elaine will receive a plaque from InFRE. Kevin will call each to thank them personally.
3. Following discussion, Ron made a motion to invite Ray Kirk, Donna Richards and Curt Morrow to join the Board. Barbara 2<sup>nd</sup> and the motion carried unanimously.
4. Claudia Freeman has been nominated as Chair and Barbara Healy as Co-Chair. Ron made a motion to accept the nomination. Barbara Healy 2<sup>nd</sup> and vote carried unanimously.

Date for the next call will be mid-April. A Doodle invite will be sent out in end of March for the April call.

Claudia motions to close meeting. Bill moved to adjourn, Ron Nichols 2<sup>nd</sup>, passed.

Adjourned: 1: 31 pm CST