

Board of Standards and Policy Development  
Conference Call Minutes  
December 12, 2012

Present:

Tom Burkard – Chairman  
Jim Caldwell  
Claudia Freeman  
Emilia Westney  
Cathie Eitelberg  
Barbara Healy

Not Present:

Mary Willett  
Bill Gustafson  
Elaine Milam

Kevin Seibert\*

Kirsten Smith\*

\*denotes non-BOS members

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Call to order: 10:10am CST by Tom Burkard

Minutes from August 17, 2012 board meeting were approved as written. Emilia Westney made motion and Claudia Freeman 2<sup>nd</sup> the motion, passed.

Updates on General InFRE Activities by Kevin Seibert:

1. The CRC Code of Ethics Principles of Conduct changes recommended to the Board were approved in October. These changes make the Principles more up-to-date for a wider range of CRC certificants. Based on 2012 survey results, certificants also would like ways to show the value and credibility of their CRC certification. Betty Meredith added graphics to the document and it was sent to all CRCs with the suggestion that they frame it and display in their offices. We will continue to help certificants with ways to promote the value of CRC certification.
2. Kevin attended the ICE/NCCA Annual Conference in November. This meeting is a good opportunity to network with other certification programs, learn and talk to vendors who may be able to help us in the future.
3. Kevin discussed the progress on updating the CRC exam. He is currently waiting for PES to send the most recent version. He will review each item and Emilia Westney will take the exam in order to confirm that it can be taken in four hours.
4. January 14, 2013 is the start of the Pass Point Study. Bill Gustafson, Claudia Freeman, Emilia Westney, and Barbara Healy from the BOS will help with the Pass Point study. The Pass Point will be determined before the exam administration at the end of January. InFRE received a very good response to the request for volunteers to help with the committees.
5. Another large project for InFRE in 2013 is the updating of the CRC Practice Analysis. Accreditation requires the practice analysis to be updated every five years and helps us ensure we are keeping our assessment/exams aligned with

what a retirement counselor needs to know in a constantly changing environment. Kevin will be asking for volunteers to serve on the Practice Analysis committee.

#### Recurring/Old Business

1. Kevin will begin sending regular reports prior to BOS meetings that include pass/fail statistics for most recent exam, CRC registrations and active certificants, CE audit information and renewals for the previous year. This information will be reviewed during the meeting.
2. Kevin is also working on the Retirement Readiness project. When finished it will put more focus on the CRC and provide more recognition for InFRE. Claudia asked for further explanation of the Retirement Readiness project. Kevin gave the history of retirement readiness and InFRE's work with the Federal Governments Office of Personnel Management conducted several years ago. InFRE is going to expand the tool to provide more education, distribution guidance, refer to other resources, etc. The scores will be provided to individuals using the tool and then consolidated for employers. All scores will be rolled up to produce and nationwide retirement readiness index with results to be reported each year.
3. The pass rate for the September exam was 73%.

#### New Business

1. Kevin acknowledged Mary Willett and Emilia Westney for their help on the Board during their terms. Mary did extensive work on the Retirement Plan Administrator Series and served as a Board Chairman. Emilia also served as a Board Chairman and has been a tremendous help on the updated exam and other projects. To show appreciation, Mary and Emilia will receive a plaque from InFRE.
2. Following discussion, Tom Burkard made a motion to invite Becky Frasher and Ron Nichols to join the Board. Claudia Freeman 2nd and the motion carried unanimously. Jim Caldwell will become the 2013 Chairman BOS.
3. Claudia Freeman has been nominated as Co-Chair and Tom Burkard made a motion to accept the nomination. Barbara Healy 2nd and vote carried unanimously.
4. Kevin reminded the board members that there have been changes to the sub committees as required.

Date for the next call will be mid-March. Doodle invite will be sent out in mid-February for March call.

Tom Burkard moved to adjourn, Jim Caldwell 2nd, passed.

Adjourned: 10: 54 am CST