

Board of Standards and Policy Development  
Conference Call Minutes  
19 December 2011

Present:

Claudia Freeman  
Mary Willett – Chairman  
Bill Gustafson  
Emilia Westney  
Barbara Healy  
Cathie Eitelberg  
Elaine Milam  
Kevin Seibert\*  
Connie Bowers\*  
Karen Millar\*

Not present:

Tom Burkard – Vice Chairman  
Jim Caldwell  
Betty Meredith\*

\*denotes non-BOS members

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Call to order: 2:03pm CST by Mary Willett

Minutes from 29 September 2011 board meeting were approved as written.

Kevin Seibert gave brief updates:

1. The new CRC Board of Standards Committee(s) volunteer registration form was sent out in a newsbrief and other communications asking for volunteers. We received two good candidates that we could potentially use for the other committees. We will continue to ask for volunteers now that we have a good system in place.
2. Emilia Westney reported on the exam committee. The committee is in the validation process which is slower than expected. We are also slowing the process up by moving towards July for the first administration which will spread the costs out over the next couple of quarters. The exam construction and pass point meetings are live and in person which adds to the costs as well as Professional Examination Services (PES). We thought we would need at least 200 applicants to administer the 1<sup>st</sup> use of the exam however, PES indicated that since some of the existing exam questions will be used, we will not have to secure 200 applicants in total.
  - The next step as part of accreditation, Practice Analysis, will need to occur again in the next 18 months or so. The Practice Analysis Committee develops and conducts a study of practicing certificants to identify the tasks necessary and uses the results of the study to make recommendations for updating the exam content outline. We don't want to teach to the exam, therefore those that put the curriculum together can't see the exam.

3. Kevin Seibert confidentially discussed opportunities that are in process. Cannon Financial Institute will begin working with InFRE in a two-year contract to help promote licensing the CRC Review Class. They have marketing muscle with clients and prospects and will promote CRC.
  - Another major focus will be to expand our presence within university professional development programs. We will use a professional drive to reach back to those with CFP certifications that want a way to get CE and another valuable certification. We will use these and other new and unique ways to get the word out.

Reoccurring or Old business – No business to discuss.

New business:

1. As an incentive, we would like to waive renewal fees for University Program Directors that are CRCs themselves and use the curriculum and promote CRC with their students. If program directors are on board, they will get students on board which will help us from the grass roots level to build relationships. Barbara Healy made a motion to approve, Bill Gustafson 2<sup>nd</sup> the motion, no opposed, motions carried.
2. Mary Willet, Chairman is at the end of her term. We want to thank Mary for all her support and hard work with not only this committee, but with the Retirement Plan Administrator Series material update and all other projects and activity she has assisted on. Mary has always been there and it is so much appreciated. Emilia Westney's term is also coming to an end. Emilia has been a tremendous help and supporter of InFRE as well. Both Mary and Emilia have agreed to stay on the board but may not complete their entire term(s). Barbara Healy made a motion to approve, Cathie Eitelberg 2<sup>nd</sup> the motion, no opposed, motions carried.
  - Kevin Seibert spoke to Jim Caldwell who agreed to hold position of Vice Chairman in 2012. Tom Burkard will become Chairman in 2012. No opposed, motions carried.

Emilia Westney requested that the date of the next meeting be emailed to her so that she can get it on her calendar. Kevin Seibert discussed that he would like to have these board meetings every four months, 3 times a year with an optional meeting, if needed. Kevin will discuss further with Tom Burkard.

Next call – to be announced.

Mary Willet moved to adjourn; Barbara Healy 2<sup>nd</sup>; passed

Adjourned: 2:30 pm CST