

Board of Standards and Policy Development  
Conference Call Minutes  
March 31, 2014

Present:

Barbara Healy

Claudia Freeman- Chairman

Ron Nichols

Bill Gustafson

Tom Burkard

Becky Frasher

Donna Richards

Ray Kirk

Curt Morrow

Kevin Seibert\*

Kirsten Smith\*

\*denotes non-BOS members

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Call to order: 10:02am CST by Claudia Freeman

Review and Approve Minutes:

Minutes from January 07, 2014 board meeting were reviewed. Claudia asked for further clarification on item one under New Business. Kevin explained that in April of each year InFRE sends an update of retirement plan contribution and tax limits to the registered candidates for the CRC exam. InFRE updates the exam questions with the new dates and limits prior to the April exam. Bill suggested that we include this process in the CRC Program and Policies Manual. Claudia also requested a correction to item four in the agenda. Bill will be shown as the member to 2<sup>nd</sup> Claudia's and Barbara's nomination as 2014 chair and co-chair. Minutes were approved with pending changes. Ron Nichols made motion and Barbara Healy 2<sup>nd</sup> the motion, passed.

Kevin reminded everyone that the BOS Board is the overseeing group of the CRC program. He encouraged everyone to review the CRC Program and Policies Manual and welcomed any suggestions they may have. All Board members will have their InFRE certification renewal fees waived during their tenure.

Updates on General InFRE Activities:

1. Tom asked about the accreditation renewal application that was submitted in January. Kevin confirmed that the application was submitted to NCCA in January. Although our accreditation is not up for renewal until July, we wanted to submit the application early and focus attention on other initiatives the rest of the year. It is also a good idea to submit the application early in case NCCA determines additional documentation is needed before approving accreditation. Kevin received verbal approval of the renewal application in about 3 weeks and received the official NCCA letter last week. We will be sending out a news brief to the CRC database. Kevin explained that there are only five financial certifications that have been independently accredited, including the CRC. The CRC continues to be recognized as one of the more credible retirement designations available.

2. Kevin reviewed the subcommittee appointments with the Board. Bill and Tom's terms will end at the end of 2014. Curt was already on the exam committee prior to joining the Board this year and will continue on the exam committee. Donna and Ray will serve on the recertification committee. The Practice Analysis committee was very active last year. There was not much activity from the Appeal and Disciplinary committee. InFRE does watch and monitor to make sure that the CRC certificants are following the CRC Code of Ethics.
3. Kevin talked about the new trend of online proctoring. He explained the process of online proctoring and how many companies have set up online proctoring with one proctor for up to four testing candidates. It is very cost effective and efficient way to take the exam. There is a concern that there is not enough security in place but NCCA is updating their standards and will send out a draft of changes that will hopefully address online proctoring..

#### Recurring/Old Business

1. Kevin reviewed the quarterly report with the Board. InFRE's renewals were a little down but close to the 90% renewal rate. New Registrations were up but not all who registered take the exam within 12 months. We need to continue to communication to candidates the need to schedule an exam and complete the program after registration. The pass/fail rate on the exam was up to 80% this past testing quarter .

#### New Business

1. Kevin reminded the Board that every member must sign a confidentiality agreement. Kirsten will send out an updated form to all board members to sign and return to the InFRE office.
2. Kevin said that the exam will be updated towards the end of the year or beginning of next year. We need to make sure the exam aligns to our updated Test Specifications. As NCCA standards related to exams may be changing later this year, we should wait to update exams until any revisions to the standards are finalized.
3. Kevin would like to update the CRC certificant renewal process to make it easier for certificants and more cost effective for InFRE to implement. Claudia suggested changing the policy of granting CE for industry articles published within the past two years lengthened to at least three years or longer. Claudia also mentioned that sign in and sign out sheets should be required in order to obtain continuing education credits at conferences.

Date for the next call will be in mid-July. A Doodle invite will be sent out during the end of June for the July call.

Claudia motions to close meeting. Tom moved to adjourn, Becky 2nd, passed.

Adjourned: 10: 49am CST