



# MEETING MINUTES

**AFCCA Board of Directors Meeting**  
**Green Acres Mortuary & Cemetery • Scottsdale, AZ**

**Thursday, February 14, 2019**  
**10:30 AM – 12:30 PM**

## **In attendance:**

### Board

Amie Gazda, President  
Ethan Bueler, Vice President  
David Walker, Secretary  
Paul Neville  
Greg Coury  
Dan Salter  
Steve Handley

### Absent

Steve Palmer, Treasurer  
Russell Persinger  
Renee Corbelli  
Hillary Adair  
Donna Backhaus  
Liz Zeig

### Staff

Heather Long, Executive Director

### Guest

Brian Hawkins – Central Traffic Enforcement

## **Call to Order**

Meeting Called to order at 10:40 AM by President, Amie Gazda

## **Reports**

### **1. Secretary's Report**

David Walker presented the January 10, 2018 Meeting Minutes.

**Motion to approve the minutes from the January 2019 meeting by Daniel Salter, seconded by Ethan Bueler. Motion approved unanimously.**

### **2. Treasurer's Report**

a) Approval of P&L and Balance Sheet

New CPA/Accountant is doing an audit of our accounts and will be done before our March meeting, which will also allow us time to clean up the accounts to provide more transparent financial reporting.

**A motion to table the treasurers report until new CPA is in place was made by Amie Gazda, seconded by Paul Neville. Motion approved unanimously.**

b) 2019 Budget Update

Amie Gazda, Dan Salter, Steve Handley and Heather Long met February 7<sup>th</sup> to start working on the budget. Heather was going to get a cost analysis of food and beverage from hotel in order to update the budget for the conference but has not received that yet. However, looking at

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## **AFCCA Mission**

Encouraging the continuance of education of our members, promoting high ethical standards in our industry, and providing advocacy for death care professionals and the families they serve.



the banquet menus, the pricing is much higher than anticipated, specifically for the banquet dinner. Heather recommended looking at holding the banquet dinner offsite and provide transportation, and that would be less expensive than the Boulder's offerings.

During the budget meeting, it was decided that we will need to adjust pricing for attendees as costs for the events are rising and our goal is to provide high quality content and networking for everyone who attends.

### 3. Executive Director Report

#### a) CPA Accounting Update

I feel very confident with both the CPA and Accountant that I've met with to take over both the AFCCA and Foundation accounts. John and Carolyn are attentive and provide services that we have not had in the past. This will help us immensely with creating transparent reporting for our members in the future.

#### b) Funeral Arranger Evening Training

Registration for the Arranger training has begun, and we are seeing a great reaction to the membership perk by offering this as a free seminar. I'm very excited to continue offering these types of events in the future.

#### c) Executive Director Meetings

I have two meetings coming up that I would like to attend. I would like to continue building relationships in the legislative sector and attend the advocacy summit in Washington DC. After pricing out the registration fee, flight, hotel and \$75 per diem for 3 days, it would cost roughly \$1200 to attend the conference.

I would also like to attend the CFAE (Council of Funeral Association Executives) in San Diego this July. I enjoy and learn so much from this group. Cost is unsure, but I will already be in San Diego that week for a wedding, so it should be minimal. Just waiting to see what hotel rates will be.

**A motion to approve a \$1700 travel budget for these two meetings for Heather was made by Daniel Salter, seconded by Paul Neville. Motion approved unanimously.**

#### d) March Meeting Update

As the next meeting falls during spring break, and I will be out of town with my family, I am asking to move the meeting to the third Thursday of March.

### 4. Legislative Update

#### a) Funeral Escort Legislation HB2694

Brian Hawkins with Central Traffic Enforcement reviewed the proposed bill amendments and answered all questions from the board. This legislation will update requirements of permanent fixtures and insurance for Funeral Escort companies, as well as moving regulation/licensing to fall under the State Board of Funeral Directors and Embalmers. The Sheriff's Departments all



support this, and the Funeral Board is willing to take on the regulatory aspect of the bill. It is important to know that utilizing an escort company that does not follow legislation will hold funeral homes all the way down to the arranger liable if anything happens during a procession. The biggest concern that arose was while the State Board is Regulation, who will be enforcing and what will be penalties. This remains to be seen after legislation is passed and will fall under the rules.

The bill was introduced on February 13<sup>th</sup>, and the Chairman of House Transportation sponsored it so it is certain it will be heard in House Transportation next week (February 18-22).

b) Funeral Director and Embalmer License Bill – HB2188

The bill passed the House 60-0 and will be sent to the Senate.

c) Death Certificate Issue – SB1245

SB 1245 it has gone through Senate Committee of the Whole; will be voted on by February 22.

## 5. National Updates

Nothing new to report other than Hillary Adair is encouraging everyone to attend either the NFDA Advocacy Summit or the ICCFA Annual Conference.

## 6. Supplier Representative Report

OSHA may be creating legislation coming on placing lids onto vaults after an incident where an employee was pinned in the grave by the lid in New Jersey.

Wilbert purchased Astral Casket Company in January.

## 7. Foundation for Children Report

Overall, the Foundation is doing well financially. We have had several successful fundraisers, and the Metal Recycling programs continue to be a high source of donations for the Foundation. We receive funds from both Implant Recycling and Core Scientific.

There will be a Back to School Top Golf Fundraiser on August 17. \$50 per adult, \$35 per child. This will include two hours of play, brunch and one drink ticket.

The Spring Golf Tournament is slated to be April 25<sup>th</sup> in the North Scottsdale area. Cost will be \$105 per person.

The June conference Fundraiser will be the same event as the 2018 fundraiser. We are looking for donations of gift baskets. This year we will have the bidding on baskets, as well as three mystery boxes that start with a minimum bid of \$100. Two baskets will be of high value, while one box would be a "zoink" prize.

The Foundation's winter community involvement donated \$1000 to both HART Pantry & AZ Brainfood. Several board members volunteered at AZ Brainfood to fill 3500 grocery bags of food



to send home with title one students who are on the government assisted food program. This food always them to eat at home over the weekend, so that the can come back to school Monday ready to learn.

## 8. Education

Scholarship Essay committee – Paul Neville, Amie Gazda and Ethan Bueler

There will be an Advisory Board Committee meeting on February 22

## Business Items

### 1. 2019 Convention Planning

#### a) Registration Updates

Cost to attend will be adjusted this year. Heather will be launching registration no later than Monday, February 18<sup>th</sup>.

Due to high F&B prices at the resort, the board has opted to make changes to the banquet dinner. Instead of hosting a full dinner, we will do the installation of officers and awards on Thursday during a luncheon. For anyone still around Thursday evening, we will offer a group dinner sign-up sheet. Depending on the interest level, Heather will find a restaurant that does a prix fixed meal and let everyone know the cost per person. If needed, we will provide transportation.

### 2. Maintenance Seminar Recap

The 2019 Cemetery Maintenance seminar was very successful. We had 65 people in attendance, including suppliers/sponsors and speakers. Everyone enjoyed the topics that were presented. It is still open to who will be hosting the 2020 Cemetery Seminar.

### 3. Crematory Operators Training

#### a) CANA Proposal

Heather worked with Barbara Kemis to put together a proposal for hosting an annual Crematory Operators training in Arizona. We would aim for a minimum of 25 attendees, but we can make adjustments if the group will be smaller. CANA provides the speakers, promotional materials and will promote in their magazine and website. AFCCA will also promote, secure a location and arrange for catering. Profits will be split 50-50 between the two organizations.

The first training will be held sometime in September after Heather and Barbara reconvene to discuss dates/availability of the faculty.

Heather is very excited to offer a high-quality cremation class in Arizona and working with CANA in the future.



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**A motion was made to allow Heather to sign the agreement with CANA to host crematory operators training was made by Amie Gazda, seconded by Dan Salter. Motion carried unanimously.**

## **Adjournment**

**A motion to adjourn the meeting by Amie Gazda, seconded by Paul Neville. Motion carried unanimously.**

Meeting adjourned at 1:53 AM by Vice President, Ethan Bueler.

**Next Full Board Meeting – Thursday, March 21, 2019 at 10:30 AM; Green Acres Mortuary & Cemetery Market Office unless otherwise noted.**