

Arkansas Burial Association Board
Board Meeting Minutes via Teleconference
Wednesday, October 28, 2015 – 11:00 a.m.
101 East Capitol
Little Rock, AR

Chairman Steve Ballard called the meeting to order. Members present were: Haylee Harris- Hill, Vice Chair, Normal Gilcrest, Scott Berna, and Barbara Hovarter. Members absent were Chuck Dearman, Turner James, Janet McDonald, and R. W. Ocker. Staff that were present: Amy Goode, Executive Secretary and Nina Carter, Board Counsel.

1. **Call to Order and roll call by the Executive Secretary.**
2. **Administrative**
 - a. **Approval of minutes of the July 22, 2015 Board meeting.** Motion made by Harris-Hill to approve the minutes of the July 22, 2015 as delivered electronically, seconded by Berna, all in favor. Motion carried.
 - b. **Approval of July -Sept 2015 Trial Balance and DF&A Financial documents.** Motion made by Gilcrest to approve the July through September 2015 trial balance and DF&A financial documents as delivered electronically, seconded by Hovarter, all in favor. Motion carried.
3. **Board Discussion**
 - a. **Late Reports**
 - i. **Ruebel Burial Association** – Motion made by Berna to deny their request and they are responsible for the late fee of five hundred dollars (\$500), second by Gilcrest, all in favor. Motion carried.
4. **New Business**
 - a. **Herndon-Cornelius Burial Association** – Motion made by Hovarter to table this matter until more information can be received from the association, seconded by Berna, all in favor. Motion carried.
 - b. **Stuttgart Home Burial – Hank McNabb request** – Motion made by Berna to table the discussion until January 27, 2016 when all parties could attend, seconded by Harris-Hill, all in favor. Motion carried.
 - c. **Briggs and Collison Burial Association – David Powell Secretary-Treasurer** – Motion made by Gilcrest to have Executive Secretary contact Mr. Powell and give until November 15, 2015 to file reports or be required to appear before the Board December 7, 2015 to resolve the issue, seconded by Berna, all in favor. Motion carried.
 - d. **Church Burial Association complaint**– Motion made by Berna to inquire if Mr. Tyler received the refund of premiums that Shannon Strickland indicated was refunded or received the three hundred fifty dollars (\$350.00), seconded by Gilcrest, all in favor. Motion carried.
 - e. **Accountant/Auditor** (hiring freeze)– Motion made by Berna to research if Board can hire a contract auditor the Board can send to procure reports, seconded by Gilcrest, all in favor. Motion carried.
5. **Old Business**
 - a. **Drew County Burial Association December 2014 annual fee refund request** – Motion made by Berna to deny their request, seconded by Hovarter, all in favor. Motion carried.
6. **Next meeting**
 - a. **December 7, 2015 – Club of Burial Association Meeting – 10:30AM**
 - b. **December 7, 2015 - Regular meeting – 11:00AM**

- c. **January 27, 2016 – Regular Burial Board Meeting – 11:00 am (may not need to meet due to December meeting)**
- d. **April 27, 2016 – Regular Burial Board Meeting – 11:00 am**
- e. **July 27, 2016 – Regular Burial Board Meeting – 11:00 am**
- f. **October 26, 2016 – Regular Burial Board Meeting – 11:00 am**
- g. **December 5, 2016 – Club of Burial Associations Meeting – 10:30 am**
- h. **December 5, 2016 – Regular Burial Board Meeting immediately following the Club**

7. Adjournment

Motion made by Berna to adjourn the teleconference meeting, seconded by Hovarter, all in favor. Motion carried.

ATTEST:

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