

Arkansas Burial Association Board

Board Meeting Minutes
Arkansas River Room, 3rd Floor
101 East Capitol
Little Rock, AR

Wednesday, January 27, 2016 – 11:00 a.m.

Chairman Steve Ballard called the meeting to order. Members present were: Vice Chair Haylee Harris-Hill, Janet McDonald, Normal Gilchrest, and R. W. Ocker. Members absent were Barbara Hovarter. We currently have three (3) vacancies on the Board. Staff that were present: Amy Goode, Executive Secretary and Ed Armstrong, Board Counsel – Assistant Attorney General filling in for Ms. Nina Carter.

1. ***Call to Order by Chairman Steve Ballard at approximately 11:20am. Anyone wishing to speak before the Board also introduced themselves.***
2. ***Administrative***
 - a. ***Approval of minutes of the October 28, 2015 Board meeting held via teleconference.***

Motion made by Gilchrest to approve the minutes of the October 28, 2015 as delivered electronically, seconded by Ocker, all in favor. Motion carried.
 - b. ***Approval of October -December 2015 Trial Balance and DF&A Financial documents.***

Motion made by McDonald to approve the October through December 2015 trial balance and DF&A financial documents as delivered electronically, seconded by Harris-Hill, all in favor. Motion carried.
3. ***Board Discussion***
 - a. ***2016 Annual Board Stipends and travel reimbursement in accordance with A. C. A § 25-16-903*** Motion made by Harris-Hill to approve the 2016 annual stipends and travel reimbursement, seconded by Gilchrest, all in favor. Motion carried.
 - b. ***Briggs & Collison June 2015 Report*** Motion made by McDonald that Executive Secretary contact Mr. Powell instructing that he shall (1) submit a corrected June 2015 Collison report (2) be charged the late penalty fees of two thousand (\$2,000.00) dollars, and (3) submit both December 2015 reports by February 16, 2016 or those will then be considered late. If this is request is not met, then the matter shall be set for a hearing on April 27, 2016, seconded by Gilchrest, all in favor. Motion carried.
4. ***New Business***
 - a. ***Stuttgart Home Burial – Hank McNabb and the Allens from Integrity Funeral Home –***

Mr. McNabb explained that a few years ago he was given the Stuttgart Home Burial to oversee. The Allen's opened a funeral home in Stuttgart about four (4) years ago. Robyn McNabb has been working with the Allen's and believe that the Allen's would be a good fit to take over the association. This would get the control of the association back in the home town where it started and help with the confusion the members have faced over the years. Ms. Allen stated she would like to build the association and accommodate the people in Stuttgart.

Mr. Gilchrest inquired how they will inform the people where to pay the burial. Mr. Allen stated they would plan to send out information to the members to make them aware. Hopes to get their funeral home as the only place to accept collections. Board suggested send out a notice to the members of the transition and put a notice in the paper. The Allen's would also like to open it to new members. Mr. McNabb thought it

was in the best interest to have the association controlled locally and that Mrs. Allen seems very knowledgeable and friendly on the phone. Mr. McNabb admits he doesn't know them well, but in the time they have worked with them believes that they would do a good job taking it over. Current bookkeeper will do year-end report and show Mrs. Allen how to compile that report. They do plan to be available to help in the future after approval is granted.

Ed Armstrong stated that due process on part of the association is necessary to notify all the membership with a mailing notice and then a public notice in the paper to notify the community in Stuttgart. Board suggested that the Executive Secretary send a letter with steps and guidelines for the association to follow. Then when steps are complete the association shall submit required documentation for board approval.

5. Old Business

- a. **Herndon-Cornelius Burial Association** – Motion made by Harris-Hill to table this matter for the Assistant Attorney General to study further seconded by McDonald, all in favor. Motion carried
- b. **Church Burial Association complaint**– Motion made by Gilchrest for Church to refund the remaining portion of the premiums out of the funeral home to Mr. Tyler, seconded by Ocker, all in favor. Motion carried.

6. Next meeting

- a. **April 27, 2016 – Regular Burial Board Meeting – AR River Room, 3rd Floor – 11:00 am**
- b. **July 27, 2016 – Regular Burial Board Meeting – AR River Room, 3rd Floor– 11:00 am**
- c. **October 26, 2016 – Regular Burial Board Meeting – 11:00 am**
- d. **December 5, 2016 – Club of Burial Associations Meeting – 10:30 am**
- e. **December 5, 2016 – Regular Burial Board Meeting immediately following the Club**

7. Adjournment

Motion made by Gilchrest to adjourn the teleconference meeting, seconded by Harris-Hill, all in favor. Motion carried.

ATTEST:

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