



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD OF FUNERAL DIRECTORS AND EMBALMERS
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*Board Meeting: February 14, 2012
Meeting Location: 2nd Floor Conference Room
Andrew Johnson Tower, 710 James Robertson Parkway, Nashville*

AGENDA

10:00 A.M.

Call to Order – Clark McKinney, President

- > Roll Call
- > Welcome new board members
- > Adopt Agenda for Meeting
- > Review/Approve Minutes from December 13, 2011 Board Meeting
- > iPad Demonstration – Kimberly Whaley, Assistant Commissioner's Office

Adoption of Robert's Rules of Order – Board Members

- > The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with statutes and any special rules of order the Board may adopt.

Conflict of Interest Statements – Board Members

- > Each board member must sign a Conflict of Interest Statement annually

Legal Report – Benton McDonough, Assistant General Counsel

- > Complaint Review

Administrative Matters – Robert Gribble, Executive Director

- > Licensee Report
- > Closed Establishment Report
- > Disciplinary Action Report
- > Open Complaint Report

Approval of License Applications – Board Members

- > Individual(s)
- > Establishment(s)

Adjourn Board Meeting

Board meetings will be conducted by permitting participation of the board members by electronic means of communication, if necessary. Any member participation by electronic means shall be audible to the public at the location specified above.

Important: Please turn off or silence all cellular phones and pagers upon entering the meeting.