



NORTH CAROLINA
BOARD OF FUNERAL SERVICE

Minutes
November 9, 2022, Board Meeting

The North Carolina Board of Funeral Service met for a duly scheduled Board meeting on November 9, 2022, at the NC Board of Funeral Service office suite at 1033 Wade Avenue, Suite 108, Raleigh, NC 27605.

Present: Chris Watson, President; Steven Lyons, Vice-President; Thomas Hilderbrand, Secretary; Don Brown; Mark Blake; Steve Herndon; LeShekia Coleman; and Robert Jansen.

Staff and Counsel: Stephen Davis, Executive Director; Amy Acord, Assistant Director; Catherine Lee, General Counsel; and Brett Lisenbee, Compliance Officer.

Guests and Visitors: David Wujastyk, Funeral Service licensee; Stacey Walker, Funeral Director licensee; Carlene White, resident trainee; and Chase Noble, Executive Director, NCFDA.

Mr. Watson called the meeting to order at 9:08 a.m. and led members and staff in a recitation of the Pledge of Allegiance followed by the invocation which Dr. Lyons offered. He proceeded by reading the Statement of Ethics and asked if any members would be recusing themselves. None recused. Mr. Watson then asked if any guests were present and if they wished to offer any public comment. Guests offered self-introductions.

Mr. Watson continued and asked Mr. Hilderbrand to present the minutes from the October 12, 2022, Board meeting.

Approval of Minutes

Mr. Hilderbrand reported that Board staff had sent the minutes to each member for their review prior to the meeting. He asked if there were any questions or changes to the minutes. Hearing none, he offered a motion.

Upon a motion by Mr. Hilderbrand and a second by Dr. Lyons, the Board voted to adopt the October 12, 2022, minutes as presented.

Mr. Watson recognized Mr. Blake for the Finance and Personnel Committee report.

Finance and Personnel Committee Report

Mr. Blake reported that the Finance and Personnel Committee met on October 20, 2022, and again on November 4, 2022, to discuss the feasibility of fee increases; to review financial reports for the period ending September 2022; to consider the employment agreement with Ms. Acord; and to propose an amendment to the Board's Fiscal Policy. Mr. Blake recognized Mr. Davis for a summary of the financial reports for the period ending September 2022.

Mr. Davis reported that the Statement of Net Position indicates that the Board's operating reserve capital is \$1,187,243 as reflected in the Unrestricted Fund Balance which affirms that the Board's net position continues to be strong. He noted that the Unrestricted Fund Balance for the same period in 2021 was 1,063,146. Mr. Davis said that the Total Liabilities for the end of the 3rd Quarter in FY2022 were less than for the same period

in 2021 which is another measure of the Board's solid and robust fiscal health. He then drew members' attention to the Preneed Recovery Trust Fund Balance which he reported as \$518,608.29 compared to \$402,564 for the same period in 2021. Mr. Davis said that this balance fluctuates from one reporting period to the other and reflects the timing of revenues collected and then deposited to the NC State Treasurer by Thomas, Judy & Tucker.

He further reported that his analysis of the Trust Fund since 2018 showed impressive and sustained growth based upon increased registrations of preneed contracts likely prompted by the 2020 COVID-19 pandemic. He said that the Trust Fund balance has been trending upward but accelerated in 2020-21 as a result of the increased registrations. He noted that the Trust Fund balance in December 2018 was \$197,921 and expressed confidence that this balance would continue to increase. Mr. Davis concluded his summary by reporting that the Board's net position is very strong with no indicators that would prompt any concerns about the balance in the Board's total assets compared to total liabilities. He said he would be glad to answer any questions.

He continued his summary by reporting on the revenue collections for the period ending September 2022. Davis said that at the end of the 3rd Quarter for FY2022, revenue collections were virtually at the same percentage of collections as for the same period in 2021 at 90.8% compared to 91%. He reminded the Board that revenue collections for FY2021 exceeded the budget projection, and he conveyed confidence that revenues were on track to exceed projections for FY2022 as well.

He attributed the modest increase in revenue collections to increases in two important revenue streams for the Board: Cremation Fees and Preneed Contract Fees. Davis then reported that the Board's operating expenses as a percentage of budget used was 74.7% as of September 2022 compared to 80.2% in 2021. He said that this difference is significant since the ideal percentage is 75% at the end of the 3rd Quarter. He emphasized that expenses as of September 2022 are less than this ideal percentage, or "under budget" compared to FY2021 when the expenses were "over budget" by 5%.

He reiterated that the budget in terms of expenses and revenues was on target for the year, and he said he had no reason to believe the revenues would not match or exceed those for 2021. He invited questions or comments. Mr. Watson asked if Thomas, Judy & Tucker could include an additional column showing trends for revenues and expenses for a 6-to-12-month period. Davis said that TJT prepares a 6-month trend report but would ask if they could expand that report to show a 12-month period. He indicated it likely would be a separate report since the current format for the Statement of Revenues and Expenses and the Statement of Net Position would not include room for an additional column.

Mr. Blake invited questions or comments. Hearing none, he offered a motion for approval of the September 2022 financial reports.

Upon Mr. Blake's motion and a second by Mr. Hilderbrand, the Board voted by roll call to approve the financial reports for the period ending September 2022.

Mr. Blake continued his report and said that the Finance and Personnel Committee meeting on October 20, 2022, focused on the feasibility of increasing fees. He noted that the Committee did not vote on a particular proposal but rather was offering the topic for the Board's discussion. He asked Mr. Davis to provide additional details from the Committee meeting and any supporting documentation available. Mr. Davis referred to a spreadsheet he had prepared and sent earlier to each Board member outlining the Board's current fee structure along with the appropriate statutory and administrative rule citations which either set a cap on certain fees or established/amended other fees.

He explained that the Committee had focused on revenue streams in the Board's budget that would have no impact on individual licensure fees. He said that the focus had been on a review of Cremation Fees and Preneed Contract registration fees. Board members engaged in a lengthy discussion about the current fee structure and whether or not the Board's revenues were sufficient to sustain current and future increases in operating costs.

Mr. Davis explained that the fee for cremations was set by statute in 1989, and that the fees for preneed contract fee registrations had been included in amended administrative rules in 2014. He said that the Board's

operating expenses particularly for cybersecurity insurance, unemployment insurance, utilities, postage, printing, equipment leases, mileage rates, legal fees, and office condominium association fees had increased significantly in recent years but fees had remained constant since 2014 or earlier. Mr. Blake noted that the Board's current net position which includes 7-8 months of operating capital may prompt some to conclude that the Board has sufficient reserves on hand which would not justify increases in any fees. Mr. Davis affirmed his observation and explained that the Unrestricted Fund Balance, which is central to the Board's net position and fiscal solvency, can fluctuate significantly from year to year. He cited Fund balances for the years 2018 to 2021 to support his statement.

He noted that significant reductions or depletion of the Unrestricted Fund Balance to pay for operating expenses would jeopardize the Board's net position which would create serious concerns for the Board's annual audit of its financial statements. Discussion ensued. Mr. Blake proposed an increase in Cremation Fees and Preneed Contract Registration fees from \$10 to \$20 and from \$20 to \$25 respectively. Mr. Watson said that the Board should consider setting caps on these fees to enable future adjustments up to a threshold amount in anticipation that operating costs would continue to rise.

Members discussed these proposals at length. Mr. Brown indicated agreement and support for the proposed fee increases noting that these would have least impact on individual licensees and establishments. Mr. Blake offered a motion to increase cremation fees and preneed contract registration fees by \$10 and \$5 respectively. Dr. Lyons offered a second to Mr. Blake's motion. Mr. Watson noted that a proper motion was on the table and called for any discussion prior to a vote. Members discussed at length whether or not to amend the motion to include a cap on these fees. Members discussed concerns that a cap could create confusion if the motion also included a reference to an immediate fee increase for cremations and preneed contract registrations. Mr. Watson then proceeded with a vote.

Upon a motion by Mr. Blake and a second by Dr. Lyons, the Board voted in the majority by roll call to increase the Cremation Fee from \$10 to \$20 and the Preneed Contract Registration Fee from \$20 to \$25. Mr. Watson voted nay.

Mr. Blake continued his report and said that the Committee had discussed a continuation of the employment agreement with Ms. Acord but that he would convey more detailed information in closed session since it was a personnel matter not subject to public record. He continued and reported that the Committee heard a staff recommendation regarding the reimbursement of subsistence and lodging rates for Board members and staff. He asked Mr. Davis to offer additional detail.

Mr. Davis said that he was concerned about the absence of a specific threshold for reimbursing lodging when compliance inspections staff travel with an overnight stay. He said that a threshold in the Board's Fiscal Policy would provide sufficient guidance and support in cases where he would approve excess reimbursement if staff or Board members could not locate adequate lodging at the state's current reimbursement rate for lodging which is \$78.90. He noted that in the state's metropolitan areas, finding safe, clean lodging at those rates was not feasible. He said that he was proposing an insertion in the Board's Fiscal Policy to include a \$200 threshold on reimbursement for lodging.

He indicated that staff or Board members would always be encouraged to locate the most economical lodging available but recognized that there are times when excess reimbursement would be necessary pursuant to existing policy of the NC Office of Budget & Management. He also noted that Board members and staff could exceed the threshold rate but that any costs exceeding \$200 would be considered out-of-pocket. Mr. Davis added that this revision would assure consistency in reimbursements for lodging. He continued and said that his recommendation to amend the Board's Fiscal Policy would also amend the reimbursement costs for Committee meetings pursuant to an earlier Board vote.

He also asked the Board's consideration to add the Executive Director's input in the Board President's approval of registration fees when Board members are approved to attend meetings and conferences where registration fees are paid out-of-pocket. Discussion ensued.

Upon a motion by Mr. Blake and a second by Mr. Herndon, the Board voted unanimously by roll call to accept a staff recommendation to set a \$200 limit on reimbursement for lodging; to revise the Fiscal Policy to reflect the changes to reimbursements for Committee meetings; and to include the Executive Director in advising the Board President on approval for out-of-pocket conference registration fees.

Mr. Watson thanked Mr. Blake for his report and recognized Mr. Hilderbrand for the Preneed Committee Report.

Preneed Committee Report

Mr. Hilderbrand said that the Preneed Committee met on November 2, 2022, to consider two matters presented by General Counsel Catherine Lee. Mr. Hilderbrand presented the following claims:

In the matter of Claim Number P22-0005, Ms. Lee noted that a Preneed Recovery Fund Applicant submitted a Preneed Recovery Fund Claim on behalf of herself, as the purchaser and beneficiary of a preneed contract made with a formerly licensed funeral home. Between May 2006 and 2012, Purchaser remitted preneed payments to a formerly licensed preneed establishment in the amount of \$6,000.00 toward preneed funeral services and merchandise for herself. In support of her application, Applicant provided pre-need funeral expense receipts totaling \$6,000.00, signed by a former licensee of the Preneed establishment and statements from the preneed establishment acknowledging the existence of her preneed burial arrangements. Former licensee currently is under the jurisdiction of an order issued by the general courts to reimburse consumers for misappropriated preneed funds. On or about October 14, 2022, a representative of the preneed establishment remitted repayment in the amount of \$6,000.00, made payable to the Applicant. As such, the Applicant has been made whole for the misappropriated preneed payments.

Recommendation: Recommend that Preneed Recovery Fund Claim # P22-0005 in the amount of \$6,000.00 be denied.

In the matter of Claim Number P22-0006, Ms. Lee noted that a Preneed Recovery Fund Applicant submitted a Preneed Recovery Fund Claim on behalf of herself, as the purchaser of a preneed contract on behalf of her mother. Between December 2018 and January 2019, Purchaser remitted preneed payments to a formerly licensed preneed establishment in the amount of \$3,065.00 toward preneed funeral services and merchandise for her mother. In support of her application, Applicant provided: 1) a standard trust preneed funeral contract signed by a former licensee of the preneed establishment, in the amount of \$3,065.00; and 2) copies of negotiated checks made payable to the preneed establishment in the amount of \$3,065.00. It appeared on the face of the check copies that they were negotiated for cash. The face of the preneed contract indicated that the preneed funds were to be housed with First Citizens Bank; however, evidence obtained by Board staff indicated that First Citizens Bank has no record of any preneed trust account established for either the Applicant or her mother. The preneed establishment did not file the preneed contract with the Board.

Recommendation: Recommend that Preneed Recovery Fund Claim # P22-0006 in the amount of \$3,065.00 be approved and that the evidence of misappropriation be referred to the local district attorney's office.

Mr. Hilderbrand conveyed thanks to Ms. Lee for the details regarding both claims and invited any questions or comments from Board members. Hearing none, he offered a motion for the Board's acceptance.

Upon a motion by Mr. Hilderbrand and a second by Mr. Blake, the Board voted by roll call to accept the recommendations presented in Claim Number P22-0005 and Claim Number P22-0006

Mr. Watson declared a brief recess in the proceedings at 10:30 a.m. At 10:40 a.m., Mr. Watson continued and called upon Mr. Herndon for the Disciplinary Committee report. Mr. Herndon presented the following disciplinary cases along with recommendations and rationale for each case number:

Dismissal

C22-0071 C22-0075 C22-0080

Letter of Caution

M2-0062 M22-0063

Other

M22-0061 M22-0064

Upon the conclusion of his report, Mr. Herndon invited questions or comments.

Mr. Blake asked for additional details pertaining to Case Number C22-0075 with regard to the procedures associated with compensation to families through the Victims Assistance Compensation Program (VACP). Ms. Lee elaborated on the circumstances known to her regarding the payment through the VACP to the funeral establishment.

Mr. Herndon commented on Case Number M22-0064 and explained that this case was one that the Committee could have decided independently with delegated authority from the Board. Brief discussion ensued. Ms. Lee noted that other Occupational Licensing Boards delegate authority for a committee to decide certain disciplinary cases involving a misdemeanor or where applicants do not show a pattern or practice of criminal convictions. In these cases, the Disciplinary Committee could request an applicant to appear for an informal interview in lieu of a formal hearing before the Board. Mr. Blake observed that the Traineeship Committee has a procedure in place allowing the Committee to conduct an informal interview with applicants who are preliminarily denied.

Mr. Hilderbrand asked if the informal interview would be recorded. Ms. Lee said that it could but that the Disciplinary Committee members would be recused should the matter come before the Board and a recording of the informal interview would be inadmissible in an administrative hearing. Mr. Blake asked if applicants who appear before the Disciplinary Committee for an informal discussion would also have a right to appeal the Committee's decision to the full Board. Ms. Lee indicated that they would have such a right. She also affirmed that the goal in the Committee's recommendation for informal discussions was to reduce the number of administrative hearings before the Board. Mr. Watson asked what guidelines would be necessary to implement the Committee's recommendation, and Ms. Lee said that procedures could be memorialized in the Board's policy governing administrative hearings.

Mr. Watson stated that a motion had been offered and properly seconded.

Upon a motion by Mr. Herndon and a second by Mr. Brown, the Board voted by roll call to approve the recommendations from the Disciplinary Committee as presented.

Mr. Watson then recognized Mr. Davis for the Executive Director's report.

Executive Director's Report

Mr. Davis presented the following items for the Board's information and discussion:

- NC CREMATORY AUTHORITY

At the October Board meeting, you directed me to alert licensees that there are 3 vacant seats on the Authority and that the Board will appoint individuals to these open seats by a majority vote in December. I sent a notice to all licensed funeral establishments and crematories inviting interested individuals to send a Letter of Interest to me.

I have so far received a response from 14 individuals. November 18th is the deadline for responding. I will send you a list of candidates along with their letters stating why they should be appointed prior to your December meeting.

- COMPLIANCE INSPECTOR VACANCY

I received 15 resumes for consideration. Of these, 4 lacked sufficient experience or did not possess a Funeral Service license as required by statute. 1 submitted resume with discrepancies and less than 2 years in preneed experience. 1 submitted after the closing date.

Thus far, the interview team has interviewed 8 candidates. We will narrow these 8 to 2-3 finalists for a final interview prior to selection.

- THE CONFERENCE – STANDARDS SETTING INITIATIVE & EXAMS

Purpose of the Standards Setting Committee is to recommend the passing standard for the NBE-Arts and NBE-Sciences examinations. Committee members are licensees who come from across the country. They will set benchmarks for the expected level of performance for a minimally competent exam candidate. They will review examination content outline and discuss exam items to determine minimum competency requirements.

The Conference has also announced that candidates who do not pass the NBE will receive detailed feedback specific to their exam performance including their overall failing scaled score and a list of objective areas where one or more questions were answered incorrectly. Candidates will also have access to use calculators built in to the exam software at testing centers. Candidates will not, however, under any circumstances be allowed to bring in their own calculator or any other devices.

- THE FUNERAL RULE

I sent you an update 2 weeks ago which included information regarding the results of the FTC's review of the Funeral Rule along with an announcement that they will initiate rulemaking to determine whether funeral providers will be required to include price list information on their websites or to provide this information by email or other electronic means.

- CHRISTMAS RECOGNITION DINNER

We have reserved space at The Bloomsbury Bistro to gather for the Board's annual holiday recognition dinner to convey appreciation for the 2022 Board Officers and to recognize the service of those members whose terms are expiring at the end of 2022. I have received confirmations from 16 who plan to attend – these include Board members, staff, and invited guests. I will send you an announcement in early December to remind you of the details.

▪ 2023 LICENSE RENEWALS

The Board website now includes a portal for those wishing to renew their license or permit online. We will send an email notification to all licensees the first week in December to announce that licenses and permits expire December 31st and must be renewed no later than February 1, 2023, to avoid forfeiture.

▪ PRENEED PORTAL

Staff met last week with iGov technical staff to explore parameters, costs, implementation, and maintenance of an online option for submission of preneed contracts.

Mr. Davis stated that his report was concluded. Mr. Herndon then raised a question concerning the usage of the term "alkaline hydrolysis" in establishment advertising and marketing materials. He recalled that there are limitations in statute or rule governing the use of the term "crematory" and asked staff if there was a similar limitation for alkaline hydrolysis. Mr. Lisenbee responded and stated that a funeral establishment could use the terms alkaline hydrolysis *facility* or *center* in keeping with the statute and rule prohibiting the use of the words *crematory*, *crematorium*, or *cremation center*.

Mr. Blake then asked to be recognized. He reported that Mr. Harvey Leavitt passed away on October 31, 2022, and had made significant contributions to professional funeral service as a former Board President and as a former President of the NC Funeral Directors Association. Mr. Blake noted that Mr. Leavitt was a long-term participant in various committees and initiatives regarding licensing examinations through The International Conference of Funeral Service Examining Boards. Mr. Blake said that Mr. Leavitt had significant impact on North Carolina's funeral professions throughout his career.

Mr. Watson then asked Ms. Lee for the Legal Case Report.

Legal Case Report

Ms. Lee reported the following information concerning legal cases to the Board:

DISCIPLINARY MATTERS

Current Active Cases: 33

Pending Investigation: 14
Pending Review by Disciplinary Committee: 0
Pending Dispositive Action: 7
Pending Hearing: 10
Post-Hearing: 0
Other: 2

New files opened since last Board meeting: 12

Notices of Hearing sent since last Board meeting: 3

Consent Orders received since last Board meeting: 0

Cases reviewed by Disciplinary Committee since last Board meeting: 7

PRENEED RECOVERY FUND CLAIMS

Current Active Preneed Recovery Fund Claims: 3

Pending Investigation: 1

Pending Dispositive Action: 2

Preneed Recovery Fund Claims received since last Board meeting: 1

Preneed Recovery Fund Claims re-opened since last Board meeting: 0

Preneed Recovery Fund Claims reviewed by Committee since last Board meeting: 2

Ms. Lee concluded her report and invited any questions or comments. Hearing none, Mr. Watson opened the floor for New Business items.

New Business

Mr. Watson announced that the Board would conduct an election for 2023 Board Officers and invited motions for the following:

- Secretary

Upon a motion by Mr. Brown and a second by Dr. Lyons, the Board voted by roll call to elect Darrell McCormick as Secretary for 2023.

- Vice-President

Upon a motion by Mr. Herndon and a second by Mr. Brown, the Board voted by roll call to elect Thomas Hilderbrand as Vice-President for 2023.

- President

Upon a motion by Mr. Blake and a second by Mr. Brown, the Board voted by roll call to elect Steven Lyons as President for 2023.

Mr. Watson asked for any other New Business items. Hearing none, he then invited any Old Business items.

Old Business

Ms. Lee presented information regarding two administrative rules that the Board had earlier considered and discussed when deciding to proceed with amendments to these rules. She stated that the rules under consideration for adoption are 21 NCAC 34B .0408, Continuing Education; and 21 NCAC 34D .0202, Preneed Sales License. Ms. Lee explained the content of the rules and the amendments that the Board had previously approved, and she noted that no comments were received pertaining to these rules from the October 12th public hearing. She advised the Board that it could continue to consider these rules if it wished or could vote to proceed with adoption of these rules through submission to the NC Rules Review Commission. She noted that the Commission could seek technical changes to the proposed amendments. Brief discussion ensued. Mr. Davis reminded the Board of the waiver they had approved beginning in 2020 to temporarily lift the cap on the number of credit hours a licensee could accrue through online instruction. He noted that this waiver would no longer be an option for the Board to consider since it was contingent on a declared state of emergency pursuant to relevant statute. He said that Governor Cooper had lifted

the state of emergency that had been imposed in 2020 as a result of the COVID-19 pandemic. Mr. Herndon asked for clarification on the number of hours that could be attained through online instruction upon adoption of the proposed rule pertaining to continuing education. Staff confirmed that the amended rule would lift the current 2-hour limit on credit for online CE instruction which would enable licensees to acquire five (5) hours for annual license renewal and an additional five (5) hours for roll-over to the next renewal cycle.

Upon a motion by Mr. Herndon and a second by Dr. Lyons, the Board voted by roll call to proceed with permanent rulemaking with the adoption of 21 NCAC 34B .0408, Continuing Education; and 21 NCAC 34D .0202, Preneed Sales License through submission to the NC Rules Review Commission.

Mr. Watson asked if there were other items for Old Business. Mr. Blake said he had two issues to raise. He asked how the number of cases required for a resident traineeship is tracked. He reported that he understood some trainees may lose hours or credit for cases, and Ms. Acord responded that Board staff report trainees' hours to them so that they know exactly how many hours and cases they have credited to them. She said that trainees may either call or email Board staff to request this information. Ms. Acord explained that trainees whose traineeship is set to expire receive correspondence from the Board once per year to report their hours and cases. Mr. Watson asked how much notice trainees receive prior to the expiration of their traineeship, and Ms. Acord stated that Board staff provide this information 30-days prior to the anticipated expiration. She continued and stated that trainees do not lose hours when they change supervisors. Mr. Blake conveyed thanks for Ms. Acord's clarifying remarks.

Mr. Blake said the second issue he wanted to bring to the Board's attention was a concern he had about licensees who are employed by a cemetery rather than a licensed funeral establishment and who may be engaged in the practice of funeral service. He said that some individuals working in cemeteries that may be associated with a licensed funeral establishment but not located on contiguous property may believe they qualify for provisional licensure based on their cemetery experience. Mr. Blake said he was concerned that some licensees working for a cemetery believe that they can be engaged in the practice of funeral service because they possessed an active license. He asked if there could be a requirement to impose inactive status on a license in such cases. Ms. Lee responded and said that there are no statutes that provide the Board authority to impose inactive status and recognized that the practice of funeral service must occur in a licensed funeral establishment. Discussion continued. Mr. Blake asked Mr. Lisenbee if the compliance staff had encountered these kinds of situations and how they responded. Mr. Lisenbee noted that the compliance inspections follow a standardized procedure and said that he and his staff on occasion have to explain the respective regulatory authority by the NC Cemetery Commission and the NC Board of Funeral Service. Mr. Blake expressed thanks for the information and said that he had no other Old Business items to offer.

Mr. Watson stated that the Business Session was closing and asked for a motion for the Board to convene in closed session to consider matters subject to attorney-client privilege pursuant to NCGS 143-318.11.

Upon a motion by Mr. Herndon and a second by Dr. Lyons, the Board voted by roll call to convene in closed session.

Upon proper motion and vote, the Board reconvened in open session. Mr. Watson invited any motions pertaining to the matters discussed in closed session.

Upon a motion by Mr. Herndon and a second by Mr. Blake, the Board voted by roll call to accept a proposed Consent Order in settlement of Board Case Number M22-0005.

Upon a motion by Mr. Herndon and a second by Mr. Hilderbrand, the Board voted by roll call to approve a recommendation from the Finance and Personnel Committee to recognize Ms. Acord as a full-time payroll employee subject to the Board's rates of compensation and benefits for such employees.

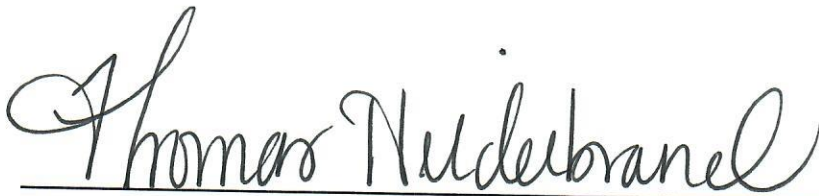
Mr. Watson thanked members for their attendance and participation and invited a motion for adjournment.

Upon a motion by Mr. Hilderbrand and a second by Dr. Lyons, the Board voted by roll call to adjourn the meeting at 12:16 p.m.

Affirmation:



Christian E. Watson, President



Thomas T. Hilderbrand, Secretary

December 14, 2022

Date

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