

**Massachusetts Board of Registration in Embalming and Funeral Directing  
Public Session Minutes for the Consumer Fact Sheet Subcommittee Meeting**

**DATE: April 14, 2022**

**TIME: 3:00 p.m.**

**A regularly scheduled open public meeting of the Subcommittee of the Massachusetts Board of Registration of Embalmers and Funeral Directors (“the Board”) was held via Videoconference and Conference Call.**

**Staff Members Present:**

Thomas F. Burke, Executive Director

**Members of the Subcommittee Present:**

Patrick Driscoll, Board Secretary

Barbara Kazmierczak, President of the Massachusetts Funeral Directors Association

Janet Leombruno, Public Board Member

Patti Muldoon, Funeral Consumers Alliance of Eastern Massachusetts

Margaret Nolan, Executive Director of the Massachusetts Funeral Directors Association

Sandy Ward, Funeral Consumers Alliance of Western Massachusetts

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**Call to Order:**

**Mr. Driscoll moved to open the meeting to order at 3:06 p.m. Janet Leombruno seconded. Motion passed by a roll call vote of all members of the subcommittee: Mr. Driscoll: “Yes.”, Ms. Kazmierczak: “Yes.”, Ms. Leombruno: “Yes.”, Ms. Muldoon: “Yes.”, Ms. Nolan: “Yes.”, Ms. Ward: “Yes.”** Evacuation procedures were tabled.

**Discussion:**

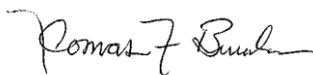
- Consumer Fact Sheet – Update

The Subcommittee reviewed the “Pre-Need Planning” section of the Consumer Fact Sheet, and, after discussion, agreed to make changes to the various subsections to address concerns for clarity and compliance with Board regulations. **The subcommittee completed its work and Ms. Leombruno moved to send the draft to the entire Board of Embalmers and Funeral Directors for final review and adjourn the meeting. Mr. Driscoll seconded. Motion passed by a roll call vote of all members of the subcommittee: Mr. Driscoll: “Yes.”, Ms. Kazmierczak: “Yes.”, Ms. Leombruno: “Yes.”, Ms. Muldoon: “Yes.”, Ms. Nolan: “Yes.”, Ms. Ward: “Yes.”**

**List of Documents used at the subcommittee meeting:**

1. Agenda
2. Draft of Consumer Fact Sheet

Respectfully submitted,



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Thomas F. Burke  
Executive Director