2019 Annual House of Representatives Meeting
April 27-30, 2019
Atlanta Airport Marriott
Atlanta, GA

Registration Information Enclosed
Dear Members and Friends:

On behalf of the executive committee and national headquarters staff, we invite you to join us for the **2019 Annual House of Representatives Meeting**. This exciting, informational and productive meeting will take place in Atlanta, GA, April 27-30, 2019.

We welcome you back to Atlanta, Georgia. The state’s largest city and capital, Atlanta, GA, can boast itself as a thriving business center with an eclectic mix of residents back dropped by a city with southern roots. With a flare for the arts, Atlanta offers visitors and residents a wide selection of museums, classical music venues and a thriving theatre scene. A major city means major sports teams. Catching an Atlanta Falcons, Hawks or Braves game can make for a thrill of a lifetime.

In 2018, U.S. News and World Report ranked Atlanta as one of the **Top 50 Best Places to Live in the United States** based on affordability, job availability, and quality of life. Atlanta is home to a booming jobs market and there are plenty of properties to rent or buy.

Venus Smith, our Education Commissioner, and the dedicated team of the Education Commission have planned an amazing, vital continuing education program. The information presented to our members and friends will truly be thought provoking and will enhance your personal, professional skills and this industry.

Enclosed you will find your registration materials that will provide you with the hotel, airlines and ground transportation information. If you have any questions or need additional information, please contact the NFDMA, Inc. National Headquarters at 6290 Shannon Parkway, Union City, Georgia 30291, (770) 969-0064 or email us at nfdma@nfdma.com.

We look forward to welcoming you to OUR home, the ATL!

In Continued Service,

*The National Headquarters Staff*
Welcome To Our Home!

In Atlanta, fine dining, shopping and rich history combined with inspiration inducing attractions to create a city with Southern charm and world-class sophistication. It’s easy to see why Atlanta, Georgia is one of the most popular destinations in the Southeast to live and to visit.
Rise Up In Unity

2019 ANNUAL HOUSE OF REPRESENTATIVES MEETING
TENTATIVE AGENDA

Saturday, April 27, 2019

2:00PM—6:00PM  Registration Open

3:00PM—9:00PM  Committee Meetings
Available for individual committee meetings. Please contact Mrs. Valeria S. Clark at the National Office to reserve a meeting time at (770) 969-0064

Sunday, April 28, 2019

8:30AM—9:30AM  NFDMA Choir Rehearsal

9:00AM—12:00 Noon  Registration Open

10:00AM—11:30AM  Annual Spring Worship Service
The Worship Service will be held onsite at the hotel

12:00 Noon—3:00PM  Executive Committee Meeting

2:00PM—5:00PM  Registration Open

3:30PM—4:30PM  Educational Workshop — 1 CEU
Succession Planning
Presented By: Leida Speller (The Piedmont Group)

5:00PM—7:00PM  Board of Directors Meeting
***Badge Required For Entry***
This session is open to ALL members. It is mandatory for Board Members. Board Members have voting rights.

7:30PM — 9:30PM  Welcome Reception -“Game Day”
*Please wear your favorite sports College or Pro-Team attire*
*This is a ticket event; one (1) included in registration*
Rise Up In Unity

2019 ANNUAL HOUSE OF REPRESENTATIVES MEETING
TENTATIVE AGENDA

MONDAY, APRIL 29, 2019

8:00AM—8:45AM  Daily Devotional Service

9:00AM—4:00PM  Registration Open

9:30AM—12:30PM  Opening Business Session—House of Representatives Meeting
***Badge Required For Entry***
This session is open to ALL members. It is mandatory for Board Members and Voting Delegates. Board Members and Voting Delegates have voting rights.

12:30PM—2:00PM  Lunch on Your Own

2:00PM—4:00PM  Educational Workshop — 2 CEU
Active Shooters: It Can Happen To You!
Presented By: Karla Baldini (Fortress Consulting)

5:30PM—6:30PM  Past Presidents’ Buzz Session
*This session is for NFDMA, Inc. Past National Presidents Only*

6:00PM—7:00PM  NFDMA, Inc. Ladies Auxiliary Board Meeting

TUESDAY, APRIL 30, 2019

8:00AM—8:45AM  Daily Devotional Service

9:00AM—11:00AM  Registration Open

9:00AM—11:00AM  Annual Association Recognition Breakfast
Membership, State Charter, Life Membership & 50 Year Membership Recognition Ceremony

11:30AM—3:00PM  Closing Business Session—House of Representatives Meeting
***Badge Required For Entry***
This session is open to ALL members. It is mandatory for Board Members and Voting Delegates. Board Members and Voting Delegates have voting rights.

5:00PM  Stop The Violence Rally—1 CEU
Clark Atlanta University
In Partnership with The Hatchett Firm, Atlanta, GA
In fairness to our speakers and audience, as well as to satisfy the Continuing Education requirements of each state and the Academy of Professional Funeral Service, the following policies will be strictly enforced:

If you enter a seminar fifteen (15) minutes after it has begun, you will not receive credit for that session.

The national office has implemented a barcode scanner system to verify attendance at all sessions. Therefore, only those states that require the use of State Approved Forms will have a paper CEU form. All other attendees will have virtual forms. The scanners have been programmed to automatically shut down fifteen (15) minutes after a session has started. **Sign-in sheets that are “State Specific” will be located outside of each course room. These sheets will also be removed fifteen (15) after the session has begun.**

State Specific Continuing Education Unit (CEU) forms will be authorized at the end of each session. Only one (1) Continuing Education Unit (CEU) form will be authorized per attendee. At the close of the last educational session of the convention, a member of the Education Commission will be available to collect the forms and place the final NFDMA authorization on your Continuing Education Unit (CEU) form to verify the hours you received.

In the event that you must leave the convention early, it is your responsibility to communicate this to the Education Commission and return your State Specific Continuing Education Unit (CEU) form to the Education Office to ensure you receive the final NFDMA authorization on your Continuing Education Unit (CEU) form, verification of the hours you received and your Certificate of Attendance.

All attendees are responsible for filing the Continuing Education Unit (CEU) form with the appropriate state licensing authority and the Academy.

At the conclusion of the meeting, attendees will be notified when they are able to download attendance records from the national website.

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**The Education Commission**

Venus N.R. Smith (AL) — *Education Commissioner*
Brandon Sapp (GA) — *National Headquarters Education Coordinator*

Kenneth C. DuPree (PA) — Co-Chair
Dedrick Gantt (SC)
Karen Scott (IL)
Gerald A. Harris (NC)
Pamela Stewart (SC)
Billie Watson Hughes, CFSP (DC)
Cheryl V. Anderson, CFSP (NC)

Carolyn M. Whigham, CFSP (NJ)
Raymond A. Patterson, CFSP (FL)
LaCheryl Aiken, CFSP (FL)
Elois Wyche Saucer, CFSP (GA)
Thomas Hilderbrand, CFSP (NC)
Lolita Travis (IL)
Rhonda Keyes-Plesants (VA)
Registration Information

Pre-Registration Fee
(Includes all educational sessions, planned meal functions and special events, except where noted)

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Licensed Members</td>
<td>$200.00</td>
</tr>
<tr>
<td>Guests (No CEU credit)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Apprentice Members (No CEU credit)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Student Members (No CEU credit)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Licensed Non-Members</td>
<td>$300.00</td>
</tr>
<tr>
<td>Student/Apprentice Non-Members (No CEU credit)</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

Onsite Registration Fee
(Includes all educational sessions, planned meal functions and special events, except where noted)

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Members</td>
<td>$300.00</td>
</tr>
<tr>
<td>Guests (No CEU credit)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Apprentice Members(No CEU credit)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Student Members (No CEU credit)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Licensed Non-Members</td>
<td>$400.00</td>
</tr>
<tr>
<td>Student/Apprentice Non-Members (No CEU credit)</td>
<td>$125.00</td>
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Guest(s) Information
Your registered guest(s) will be entitled to attend planned meal functions, special events and non-meeting related activities (except where noted). They may also attend any educational session, however No CEU Credit will be granted for guests.

Payment Method
- Checks and credit cards are accepted for all pre-registrations.
- All pre-registrations must be done by Friday, April 5, 2019.
- On-site registrations are payable via Cash or Credit Card ONLY.

Cancellations
Registration cancellations must be submitted to the national office in writing by, 12:00 Noon on Friday, April 5, 2019.

Refunds
- Registration refunds will be given if properly cancelled, minus a $50.00 processing fee.
- No refunds will be given for registration cancellations received after 12:00 Noon on Friday, April 5, 2019.
- All refunds will be administered thirty (30) days after the meeting.

Things To Know
The attire for this meeting is Business Casual. Don’t forget to pack appropriate clothes for workouts and daily walks. April is usually a warm month in Georgia. Temperatures in Atlanta usually range between 60°F-80°F.
Accommodations

Hotel Information

All room reservations **MUST** be made with the hotel directly by **Friday, April 5, 2019. NO EXCEPTIONS!**
Reservations can be made several ways see below:

CALL-INS:

Room Reservations: 800-228-9290 or 404-766-7900 (8am-2am EST seven days a week)
Group name: NFDMA House of Representatives Meeting
(All callers will be asked for this name, but can also book by saying “NFDMA”) or via our website at www.nfdma.com.

ON-LINE BOOKINGS:

**PLEASE NOTE: AT THE TIME OF BOOKING, A ONE (1) NIGHT DEPOSIT WILL BE CHARGED TO YOUR CREDIT/DEBIT CARD!**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Rooms</td>
<td>rates from 149.00 USD/Night</td>
</tr>
<tr>
<td>Double Rooms</td>
<td>rates from 149.00 USD/Night</td>
</tr>
<tr>
<td>Triple Rooms</td>
<td>rates from 149.00 USD/Night</td>
</tr>
<tr>
<td>Quad Rooms</td>
<td>rates from 149.00 USD/Night</td>
</tr>
</tbody>
</table>

• Suites are available on a first come first serve basis.
• All rooms are taxed at 15.75% & $5.00 State of Georgia Hotel & Motel Fee miscellaneous charges are not included in the rates.
• All rates are good for three (3) days before and three (3) days after the meeting.
• Self parking is $10/ a day
• Valet Parking is $15/a day

Atlanta Airport Marriott
4711 Best Road | Atlanta, GA 30337

Complimentary internet in guest rooms.
Hotel Check-In: 3:00PM | Hotel Check-Out: 12:00Noon

Airline Transportation

• Airport:
  Hartsfield-Jackson International Airport

Discounted Transportation

Delta Air Lines is pleased to offer special discounts for National Funeral Directors and Morticians Association INC
You may also call Delta Meeting Network® at 1.800.328.1111* Monday–Friday, 7:00 a.m. – 7:30 p.m. (CT) and refer to Meeting Event Code NY2QW

**Please note there is not a service fee for reservations booked and ticketed via our reservation 800 number.**
Enter the code on the main page where the Meeting Event Code is located then you will enter the **SkyBonus# US0012254** on the next page where you enter your name. You will continue to receive your skymiles and assist the association in building up skymiles points. *Please note a Direct Ticketing Charge will apply for booking by phone.
Are You Running For Office?

In Mobile, Alabama the association will elect new officers. Those of you who are interested in becoming an officer, please adhere to the by-laws, Article VII:

ARTICLE VII
ELECTION OF OFFICERS

Section 1. Eligibility.
The candidate must have held a state association elected position. They must also be a national and state member in good standing for four (4) years. All persons seeking office in this association shall submit a complete resume, along with a letter of intent, and adhere to a background check and submit a letter of good standing from their state board of funeral service, to the Nominations Committee thirty (30) days prior to the House of Representatives meeting. All names submitted shall be cleared through the Rules and Credentials Committee for eligibility and reported to the delegates of the House of Representatives at the House of Representatives meeting on the first business day. The National President shall then cause to be circulated among the general membership all of the approved names.

To hold elective office in this association, it is a requirement that all candidates for elective office must have attended at least the two (2) previous consecutive National Conventions immediately prior to their election to any office. Proof of attendance shall be only by the registration records kept by the custodian of such records. However, if registered for a convention and could not attend and such valid reason for non-attendance is accepted by the House of Representatives of the National Funeral Directors & Morticians Association, Inc. by majority vote of the eligible voters present at the meeting, then the requirement of attendance shall be waived.

The candidate must have held a state elected position. In addition the candidate must possess experience in the following areas; fiscal management, personnel management, must have effective communication skills, a minimum of two (2) years of post-secondary education, leadership in social, civic or fraternal organizations.
How Do I Register?

Our registration portal can be located online at www.nfdma.com

Here are the 7 easy steps . . .

1) Open your internet browser and go to www.nfdma.com Follow the link that says “Click Here To Register” under the House Meeting Info
2) Enter your primary email address
   *(Please note, each registrant **MUST** have his/her individual email address.)*
3) Enter your password
4) Press Enter
5) Click on All Upcoming Events (Located on the left side of your screen)
6) Follow the links to register for this event.

If you are having problems with your primary email address or password, please contact the National Headquarters at 770-969-0064.

There is also a registration form included in this booklet.

**Registration Closes at MIDNIGHT on Friday April 5, 2019.**
National Funeral Directors and Morticians Association, Inc.
2019 House of Representatives Meeting
Registration Form
Atlanta Airport Marriott—Atlanta, Georgia    April 27-30. 2019

Please use a separate registration form for each registrant.

REGISTRANT: ____________________________
(First) (M.I.) (Last) (Suffix)

COMPANY NAME: ____________________________

MAILING ADDRESS: ____________________________

CITY: ____________________________ STATE: _________ ZIPCODE: ____________

OFFICE #: (    ) ______________________ FAX #: (    ) ______________________

PRIMARY EMAIL ADDRESS: ____________________________ CELL #: (    ) ______________________

EMERGENCY CONTACT NAME: ____________________________

EMERGENCY CONTACT NUMBER: ____________________________

Membership Information:
Are you a current Licensed National Member?____ Are you a current Student/Apprentice National Member? (Please circle one)

Certifications:
Are you a current CFSP? ___ Are you a current CPC? ___ Are you a current MBIE? ___ Other ____________

Affiliation:
What state(s) are you affiliated with?__________________________

Registrant Type and Fee:
□ Licensed Professional - $200.00 [non-member $300.00] □ Apprentice/ Intern- $75.00
□ Guest - $150.00 □ Mortuary Student - $50.00

Additional Event Tickets:
If you have registered above, the welcome reception and luncheon are included in your registration. You may desire to order more.

□ Additional Welcome Reception: ___ x $30.00 = $______ □ Additional Breakfast: ___ x $50.00 = $______

Payment Method: You may also register online at www.nfdma.com
□ Check #_______ □ Credit Card (type) ____ Credit Card # __________________________

Signature__________________________ Name as it appears on card__________________________ Exp. Date_______

BILLING ADDRESS ASSOCIATED WITH CARD:
____________________________________________________________

CITY: ____________________________ STATE: _________ ZIPCODE: ________

Amount Enclosed: $ ________

Make payment payable to:
NFDMA, Inc. | 6290 Shannon Parkway | Union City, Georgia 30291
Phone: 770-969-0064 | Fax: 770-969-0505