

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on April 2, 2015
VML Insurance Programs**

The regular monthly meeting of the Board of Directors of the Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc. was held on April 2, 2015.

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Debbie Foster –President	x	
Mary Riley – Vice President		x
Rebecca Felts - Secretary/Publicity Chair	x	
Jean Robinson – Treasurer	x	
Aimee McAfee – At Large/Sponsorship Chair	x	
Hillary Keeton – At Large/Education Chair		x
Sharon Jahn – At Large/Membership Chair	x	
Tina Stevens – Past President	x	
Craig Rupert – Webmaster		x

Call to Order

Debbie Foster presided and called the meeting to order at 8:10 a.m.

Secretary’s Report

The minutes from the March 13, 2015 meeting were submitted. A motion was made to approve, it was seconded, and the motion carried.

Treasurer’s Report

Jean Robinson did not have a report to present as the bank statement had not been received. She did report that we are not required to file Form 990 as we have less than the required minimum of \$50,000.

Education Chair Report

Debbie Foster presented the Education Report in Hillary’s absence. We had 13 people signed up for the April 9 Education Event. (Not to include Board members who had not signed up yet.) Jean confirmed our speaker would be at the event, even traveling from out of town, as she was hosting her the evening before.

Membership Report

Sharon Jahn confirmed that she had emailed all members, not retired, who had not renewed their membership yet.

Publicity Report

Rebecca Felts will be sending a meeting reminder for the April Education Event. The April newsletter should go out the week of April 6; still waiting for final contributions to the newsletter. The list of sponsors will be included in the April newsletter.

Sponsorship Report

Aimee McAfee reported that our sponsorship level was approximately \$3800. We have fewer sponsors this year, but they have contributed at a higher level. Tina Stevens suggested having a “logo slide” of our sponsors as a backdrop during our full day education event.

Old Business

The Board announcement and pictures were sent to the Richmond Times Dispatch on March 24 and appeared in the March 30 Metro Business section.

New Business

Mary Riley has reserved The Place at Innsbrook for our Chapter Social on September 24 and mailed the deposit. Jean Robinson spoke with Jennifer Mathe/ISCEBS about our chapter potentially offering a scholarship. Several suggestions about the scholarship were made at the meeting. We want to segregate funds so sponsor contributions go to meeting expenses and not to the scholarship. There was a suggestion for a scholarship committee and pull in chapter members who are not on the Board as a way of increasing chapter participation. Also discussed what the scholarship should cover: specific type of college expense or cover the cost of a CEBS exam.

Adjournment

The meeting was adjourned at 8:50 a.m.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, May 7, 2015 at 8:15 a.m. at the offices of VML Insurance Programs.

Respectfully submitted,

Rebecca Felts, CEBS