

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on April 7, 2016
International Mission Board**

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 7, 2016.

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Jean Robinson –President	x	
Rebecca Felts – Vice President	x	
Hillary Keeton - Secretary/Publicity Chair	x	
Sharon Jahn – Treasurer	x	
Nick Ciccolo – At Large/Sponsorship Chair	x	
– At Large/Education Chair	x	
Dustin Shuman– At Large/Membership Chair	x	
Debbie Foster – Past President	x	
Craig Rupert – Webmaster		x

Call to Order

Jean Robinson presided and called the meeting to order at 8:15 a.m.

Secretary’s Report

The minutes from the March 3, 2016 meeting were submitted. A motion was made to approve, it was seconded, and the motion carried.

Treasurer’s Report

Sharon presented the treasurer’s report. A motion was made to approve, it was seconded, and the motion carried.

Education Chair Report

We are reconfirming all the speakers for the half and full day sessions and also confirming that the speakers are willing to have their materials put on a jump drive and that the speakers’ compliance team is comfortable with distribution.

Membership Report

There are 58 members and there are 9 that have not renewed that were members last year.

Publicity Report

While in Wisconsin, Dustin had discussions about other chapters who utilize web-ex to get members to participate who can’t physically attend the meetings. We intend to survey our members to see if there is any interest. The big concern is that members would opt to attend webinars vs. in person meetings.

Sponsorship Report

Nick reported that there have been many commitments already. Mercer, MetLife, Standard, CIGNA, Optima, Aetna and BB&T have committed support at this time. We will add slide to presentations and will post on the website.

Old Business

We are still confirming speakers for our October session. Karen Elliot has offered to speak on Aging Workforce, Jared Cohen on life insurance and we are looking into someone from FinFit. We will be conducting the chapter social on May 12 at Ardent Brewery and will have drink tickets and pizza. Hillary will bring a roll of tickets to next board meeting. Hillary will send social announcement the first week of May. Jean is updating the flyer.

Jean is ordering pens and flash drives and will contact Jennifer for CEBS logo for pen. Blue binders are being shipped back to ISCEBS. We are going to mention in the next newsletter for members to bring old blue binders to next session to "spring clean."

New Business

Dustin shared his experience and that he confirmed that people do not have to be enrolled in or have taken a class to be a member of the Richmond Chapter. Those with the full CEBS designation must be members of ISCEBS - they can't only be local chapter members.

Every chapter must have an audit every other year from 1 board member and 1 non board member.

Richmond Chapter ISCEBS will be initiating evaluations at the end of each educational session going forward.

Job descriptions will be updated before the end of this year for potential new board members.

ISCEBS is now offering assistance and a template for websites.

Adjournment

The meeting was adjourned at 9:45 a.m.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, May 5 at 8:15 a.m. at the offices of International Mission Board

Respectfully submitted,

Hillary Keeton, CEBS