

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on April 6, 2017
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 6, 2017.

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Rebecca Felts – President	x	
Sharon Jahn – Vice President	x	
Julie Harrison – Secretary/Publicity Chair	x	
Hillary Keeton – Treasurer		x
Nick Ciccolo – At Large/Sponsorship Chair	x	
Kim Csan – At Large/Membership Chair		x
Jean Robinson – Past President		x
Craig Rupert – Webmaster		x

Call to Order

Rebecca presided and called the meeting to order at 8:30 a.m.

Secretary’s Report

The minutes from the March meeting were approved as distributed.

Treasurer’s Report

The treasurer’s report was approved as distributed.

Membership Report

No report.

Publicity Report

Julie reported that on March 6, an announcement appeared in the *Richmond Times Dispatch* with the names, titles, and photos of the 2017 chapter board members.

Craig is working on updating and reactivating the chapter’s LinkedIn site.

Sponsorship Report

Nick has received and deposited a check from one sponsor this year already, and payment is pending from several more.

Old business:

- 1) Leadership Conference in Brookfield, WI – Rebecca attended the ISCEBS Leadership Conference in March. She reported that the Richmond chapter was recognized at the conference as a model of communication and sponsorship for other chapters.
- 2) Purchase of chapter tablet device – The chapter tablet has been purchased. It will be used at future educational programs to process payment and hold the presentation slide deck.
- 3) Chapter signage – The design of the sign was discussed. Sharon will meet with a designer to finalize a cost estimate for the sign.

New business:

- 1) April education event – The April 13 education event has been announced to the membership and sign ups are in progress.
- 2) May social event – Jean reported before the meeting that the location is pending.
- 3) June education event – Presenters are still being identified. Once they have been confirmed, the slide decks will be submitted for education credit approval.

Adjournment

The meeting was adjourned at 9:10 a.m.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, May 4 at 8:15 a.m. at the International Mission Board.

Respectfully submitted,

Julie Harrison, CEBS