

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on August 6, 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 August 6, 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 8:25 a.m.

Secretary’s Report

Since Rebecca Felts was unable to attend the meeting, the minutes from the June 4, 2015 meeting will be emailed to the Board and will be submitted for approval at the September 3 meeting.

Treasurer’s Report

Jean Robinson was unable to present the treasurer’s report due to technical difficulties associated with accessing the bank account from her computer. She will work with the bank to rectify the technical issues and will submit an updated treasurer’s report at a later date.

Education Chair Report

Speakers for the September Half-Day Retirement session have all been confirmed. The board reviewed possible topics for Marilyn Brennan, the speaker from TIAA-CREF. A topic was chosen from the materials provided by Ms. Brennan. Sharon Jahn agreed to contact her and inform her of the chosen topic.

The board decided to hold a raffle for a Fitbit for attendees at the September Half-Day Retirement session. Jean Robinson volunteered to purchase the Fitbit.

Tina Stevens asked that outlines of the speakers’ topics and their bios be sent to her ASAP to allow her sufficient time to submit the information for approval of VA CE credits.

Membership Report

Sharon Jahn reported that as of August the Richmond chapter has 63 members.

Publicity Report

Debbie Foster will check with Rebecca Felts to determine how soon the September session invitation and August newsletter will be distributed. Once the invitation for the Half-Day Retirement session has been finalized, Debbie Foster will submit it to the Times Dispatch for the Metro Business Calendar.

Sponsorship Report

Aimee McAfee reported that the Richmond chapter has received \$5,500 in sponsorship donations year to date.

New Business

- **Symposium:** Sharon Jahn will attend to represent the chapter. The chapter will pay for her registration, hotel and travel expenses as well as the chapter dinner that Sharon will organize while there.
- **Governing Council:** Debbie Foster reported that she had been asked to nominate at least one Richmond chapter member for 2016 to serve on the Society's Governing Council. Hillary Keeton volunteered to be nominated. Debbie will submit the nomination form and profile for Hillary to the Society for consideration. The board also suggested that Debbie ask Craig Rupert if he would like to be nominated.
- **Education Planning Meeting and Board Celebration in December:** Debbie Foster asked if the Education Planning meeting and Board Celebration scheduled for 8:15 a.m. and 5:30 p.m., respectively, on December 3 could be rescheduled for another date since she was going to be out of town on that day. Others on the board mentioned that they had conflicts with that date also. The board agreed to move both the meeting and the celebration to December 2. Debbie said that she would email the board members and Craig Rupert about the schedule change.

At Jean Robinson's suggestion, Debbie Foster asked the board if we should invite the newly elected board members to our December 2 board celebration so the new and current members could meet. The board agreed this was a good idea and we should do it.

Adjournment

The meeting was adjourned at 9:15 a.m.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, September 3, at 8:15 a.m. at the offices of VML Insurance Programs.

Respectfully submitted,

Debbie Foster, CEBS