

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.  
Minutes of the Board of Directors Meeting Held on August 3, 2017  
International Mission Board**

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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 3, 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 8:20 a.m.

**Secretary’s Report**

The minutes from the June meeting were approved as distributed. The Board did not meet in July.

**Treasurer’s Report**

The treasurer’s reports for June and July were approved as distributed.

**Membership Report**

The Chapter Challenge period has been extended, so new members joining now can still count towards meeting the chapter’s membership goals for the year. Hillary has invited a prospective member to the next chapter meeting. Rebecca has encouraged a coworker in search of CE credits to attend chapter meetings. Four students in the area passed a CEBS exam in June and one passed a CEBS continuing education exam.

**Publicity Report**

An email invitation for the September education program will be sent once the program’s details are finalized. A chapter newsletter will be sent out this month.

**Sponsorship Report**

No report.

**Old business:**

- 1) June full-day educational program – The June 22 program was attended by 25 people. Members of the Board received positive feedback from the attendees. The new AV adapter for the chapter’s tablet device was used for the first time at the program.
- 2) September half-day educational program – The topics and most of the speakers have been identified. The presentations, which are focused on financial topics, will be submitted by the end

of August, so they can be submitted for CE credit approval. A feedback survey will be sent electronically to the program's attendees.

**New business:**

- 1) Continuing education credits – All six presentations for the June 22 program were approved for CE and HRCI credits. The two types of credits have separate credentialing procedures. After discussion of the crediting process for these meetings, the Board agreed to continue to offer CE credits but not HRCI in the future.
- 2) ISCEBS Employee Benefits Symposium – Several Board members will be attending the September symposium in Denver, CO.
- 3) Chapter Volunteer Forum – One Board member will be attending the October forum at the ISCEBS offices in Brookfield, WI.
- 4) Future chapter meetings – Topics were discussed for the October chapter meeting and the annual chapter meeting in November. Planning ahead for the annual chapter meeting, the Board also discussed the Board positions likely to be available in 2018.

**Adjournment**

The meeting was adjourned at 9:20 a.m.

**Next Meeting of the Board**

The next Board meeting is scheduled for Thursday, September 7 at 8:15 a.m. at the International Mission Board.

Respectfully submitted,

Julie Harrison, CEBS