

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on December 7, 2017
Panera Bread at Willow Lawn Drive and Broad Street**

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 December 7, 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

Sharon presided and called the meeting to order at 8:15 a.m. In addition to the current Board members, Sarah Faulkner, an incoming Board member, attended the meeting.

Secretary’s Report

The minutes from the November meeting were approved as distributed.

Treasurer’s Report

The treasurer’s report for November was approved as distributed.

Membership Report

One local person has passed a CEBS exam and has no current attachment to the chapter. Sarah will reach out to see if this person wants to join the chapter.

Publicity Report

No report. The Board nominated two chapter members to be highlighted in upcoming newsletters in the member spotlight column.

Sponsorship Report

There were eleven chapter sponsors in 2017. Nick will contact several new potential sponsors and follow up with one past sponsor.

Old business

The annual chapter meeting was successful. The chapter members elected the new Board.

New business

- 1) Sharon will contact the Westwood Club to reserve meeting dates for 2018.
- 2) The Board thanked outgoing members Julie and Jean for their service.
- 3) The Board planned meeting topics and speakers for 2018.

Adjournment

The meeting was adjourned at 8:45 a.m.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, January 4 at 8:15 a.m. at the Westwood Club.

Respectfully submitted,

Julie Harrison, CEBS