

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on June 2, 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 June 2, 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 8:20 a.m.

Secretary’s Report

The minutes from the May 5, 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 have set the speakers for the June 9 session and will be adding Kelley Whitaker discussing ACO’s. Bio’s and presentations have been requested from the presenters for the June 9 session. Going forward we will request presentations and bios from speakers at least 6 weeks in advance and provide guidance on what is needed. CE was fully approved for the June 9 session. Attendees will be asked to provide license numbers that can be read easily.

Membership Report

The site has been updated and there have been 4 potential members that have been added to the list. There were at least 2 members added at the June 9 session.

Publicity Report

The most recent newsletter was issued in July. The chapter is now issuing pens, pads and jump drives. The chapter is doing a \$100 door prize for the June 9 session and will do an additional door prize for the September full day session.

Sponsorship Report

At this time there are 6 potential sponsors and letters have been sent to Guardian, Delta, UNUM, H.S.A. Administrators, Ameritas and Principal.

Old Business

We received one new member from the social and we are still getting very positive feedback.

New Business

- a. Symposium deadline to RSVP is August 5. As of now Rebecca, Sharon, Jean, Craig, Kevin and JoAnne Perkins are confirmed. There was discussion regarding transportation and Amtrak is being considered.
- b. Offering the full and half day sessions as a webinar was discussed and the chapter decided not to pursue this as we would like as many attendees as possible in person.
- c. Jean will be creating an evaluation that will be distributed to attendees after the sessions requesting feedback and suggestions for future topics.

Adjournment

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

Next Meeting of the Board

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

Respectfully submitted,

Hillary Keeton, CEBS