

The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on June 1, 2017
Panera Bread on Broad Street at Willow Lawn Drive

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 1, 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 8:25 a.m.

Secretary’s Report

The minutes from the May meeting were approved as distributed.

Treasurer’s Report

The treasurer’s report was approved as distributed.

Membership Report

No report. Kim has submitted an article for the June chapter newsletter.

Publicity Report

An email invitation for the June education program will be sent soon. A newsletter will be sent out this month.

Sponsorship Report

Nick has received checks from most of the organizations that pledged to be chapter sponsors this year. He will be following up with the remaining sponsors.

Old business:

- 1) Chapter signage – The new chapter sign debuted at the May social event.
- 2) May social event – The chapter social event was attended by 25 people and came in below budget.
- 3) June educational program – Topics and speakers have been identified for the full-day June 22 event. Speaker biographies and presentation outlines are being submitted for education credits. Hillary will purchase gift cards for the speakers. Julie will research a walking microphone for the event, since it was requested by one of the speakers.

New business:

- 1) AV adapter – Hillary suggested purchasing an AV adapter for the chapter's tablet device, so it can work with various types of AV equipment. The Board approved this purchase, and Hillary will purchase the adapter.
- 2) September educational program – The Board discussed several topics and speakers for the September half-day session.

Adjournment

The meeting was adjourned at 9:17 a.m.

Next Meeting of the Board

The Board will not meet in July. The next Board meeting is scheduled for Thursday, August 3 at 8:15 a.m. at the International Mission Board.

Respectfully submitted,

Julie Harrison, CEBS