

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.  
Minutes of the Board of Directors Meeting Held on October 6, 2016  
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 October 6, 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 8:25 a.m. Jennifer Mathe, ISCEBS, joined us by teleconference.

**Secretary’s Report**

The minutes from the September 1, 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**

Kelley Whitaker from Aetna will be speaking at our next session on October 16 on “Engaging Employees as Patients.” We are trying to get CE for this course however with the time delay we may not be able to.

**Membership Report**

Nothing new to report

**Publicity Report**

The October newsletter will go out soon. Kimberly Csan will be the member spotlight. We do have a speaker from Sports Backers for the Annual Meeting. However, we do not yet know who the speaker is.

**Sponsorship Report**

Nick is following up on getting the money in. Jean will be ordering the end of year gifts for new designations.

**Old Business**

The Symposium:

- The location was fantastic
- The sessions were relevant and very well done.

- App was great, we really like having access to the PowerPoints and could download as needed
- Video's will be released in the coming weeks directly from ISCEBS
- Next year's symposium will be in Denver
- We received wonderful feedback on the Richmond social at the baseball game

### **New Business**

- October session speaker Kelley Whitaker is confirmed
- 2017 Board
  - Kevin Barger or Kim Csan were mentioned as possibles for the Membership Chair
  - Tricia Spinner as possible Secretary
- Name tags will no longer be printed going forward, participants will make their own at the door.
- Annual meeting will be held on November 10 with a speaker from Sports Backers
- Going forward, the Richmond Board is going to try to conduct all meetings as breakfast meetings, other than the full day session, as breakfast meetings are the most attended sessions
- Gifts should arrive in 2-3 days for the completers
- The Board social will be on November 30 at Can Can
- Rebecca is coordinating the first meeting of 2017 at Westwood for the first Thursday in January
- The location of the board meeting will remain at IMB for 2017

### **Adjournment**

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

### **Next Meeting of the Board**

The next Board meeting is scheduled for Thursday, November 3 at 8:15 a.m. at the offices of International Mission Board

Respectfully submitted,

Hillary Keeton, CEBS