

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on September 7, 2017
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 September 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

Rebecca presided and called the meeting to order at 8:22 a.m.

Secretary’s Report

The minutes from the August meeting were approved as distributed.

Treasurer’s Report

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

Membership Report

No report.

Publicity Report

An email invitation for the September education program was distributed to chapter members and chapter meeting guests. The upcoming chapter newsletter will act as the education program reminder notice.

Sponsorship Report

No report.

Old business:

- 1) September half-day educational program – Several presentations are outstanding. CE credit application is on hold until the remaining presentations are received.
- 2) Chapter Volunteer Forum – The forum scheduled for October at the ISCEBS offices in Brookfield, WI, has been cancelled.
- 3) ISCEBS Employee Benefits Symposium – The chapter will sponsor a social event at the September symposium in Denver, CO, for Richmond chapter members in attendance. Rebecca will coordinate the chapter social. The chapter will sponsor one attending chapter officer (Rebecca) for symposium expenses up to the amount of the symposium registration fee.

- 4) Future chapter meetings – After discussion, the Board members decided to cancel the October chapter meeting. The speaker for the annual chapter meeting in November has requested a nominal speaker's fee. The Board approved payment of this fee.

New business

No new business.

Adjournment

The meeting was adjourned at 9:00 a.m.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, October 5 at 8:15 a.m. at the International Mission Board.

Respectfully submitted,

Julie Harrison, CEBS