

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on December 1, 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 December 1, 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		
Dustin Shuman– At Large/Membership Chair		x
Debbie Foster – Past President	x	
Craig Rupert – Webmaster		x

Call to Order

Rebecca Felts presided and called the meeting to order at 8:20 a.m. New 2017 Board members, Kim Csan and Julie Harrison attended.

Secretary’s Report

The minutes from the November 3, 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

Nothing new to report

Membership Report

Nothing new to report

Publicity Report

Nothing new to report

Sponsorship Report

Nothing new to report.

Old Business

Annual meeting will be held on November 10 with a speaker from Sports Backers. Jean is ordering gifts for new designees and chapter anniversaries.

New Business

Dates for 2017 sessions were decided: 2/9/17, 4/13/17, 6/15/17 full day, 9/14/17 ½ day, 10/12/17, 11/9/17 annual meeting and the social to be in May (date to be determined later). We decided against the speaker on Long Term Care. Agreed we would want SSA speaker.

Adjournment

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

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, January 5, 2017 at 8:00 a.m. at Westwood Racquet Club.

Respectfully submitted,

Rebecca Felts, CEBS