

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on February 4, 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 February 4, 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 | |
| Nicholas 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

Jean Robinson presided and called the meeting to order at 8:15 a.m.

Secretary’s Report

The minutes from the January, 2016 and November 2015 meeting were submitted. A motion was made to approve, it was seconded, and the motion carried.

Treasurer’s Report

Sharon Jahn submitted the Treasurer’s report for January. She has purchased 2 PayPal reader/scanners. Also there is an 18 month CD that matures 2/18/16; it will be rolled over,

Education Chair Report

There were 13 confirmed attendees to date for the February 18, 2016 Education Event.

Membership Report

Dustin will be meeting with Sharon to transition and is pending the “reach” to UVA & VCU at this time. He will be attending the Leadership Conference in Wisconsin at CEBS HQ in March.

Publicity Report

Hillary issued the invitation on 2/1 to the February education event and will be sending a reminder about a week before the event. The February Newsletter is still waiting content. Rick gave the LinkedIn account info to Hillary.

Sponsorship Report

Nick has updated our sponsor letter with our logo and updated some of the verbiage. He is meeting with Aimee before sending out sponsor letter. Confirmed sponsors can send 2 persons to each event they sponsor.

Old Business

The new Board was published in the Richmond Metro Business section on Monday, January 25, 2016.

New Business

February newsletter to go out before month’s end. Jean’s message to focus on “change”. Nick to include an item on Sponsors and Dustin to include a membership note. Also, Jennifer has agreed to take back the blue notebooks.

As to our other efforts to cut back on paper: Sharon and Dustin will check with their respective print shops on cost. We also discussed giving out blank flash drives – with our website – so attendees can download the event notes from our website. Also pens seem to be fairly inexpensive, so put our logo/website on those to hand out also.

Adjournment

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

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, March 3, 2016 at 8:15 a.m. at the offices of International Mission Board.

Respectfully submitted,

Rebecca Felts, CEBS