

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on February 7, 2019
Panera**

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 7, 2019.

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Hillary Keeton - President	x	
Kim Csan - Vice President	x	
Sarah Faulkner - Secretary/Publicity Chair	x	
Caroline Sage - Treasurer	x	
Nick Ciccolo - At Large/Sponsorship Chair	x	
Peter Thompson - At Large/Membership Chair	x	
Sharon Jahn – Past President	x	
Craig Rupert – Webmaster		x

Call to Order

Hillary called the meeting to order at 8:15 a.m.

Secretary’s Report

The minutes from the January meeting were approved as distributed.

Treasurer’s Report

Caroline presented January Treasurer’s report and was approved by the Board. Kim will review and make adjustments as needed for February.

Education Report

- 1) April session: Sarah Faulkner will confirm medicare speaker.
- 2) June session: Hillary will confirm diversity and marijuana speaker, Nick will confirm Mercer and Cigna speaker
- 3) September session: Kim will confirm SmartPath and Purchasing Power, Hillary will confirm student loan speaker.

Membership Report

Peter will be reaching out to Jennifer Mathe for an updated membership list.

Sponsorship Report

Nick plans to send out letter to sponsors in March after letter has been approved by the board. PayPal will be used to reconcile sponsorship payments.

Other Business Discussed:

- 1) Kim Csan will attend Leadership Forum
- 2) Board approved Keeton as registered agent – State Corporation Commission

- 3) Majority of board members completed E-Learning Course (Kim Csan will complete before next meeting)

Adjournment

The meeting was adjourned at 9:15 am.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, March 7th at 8:15 a.m. at the Panera in Willow Lawn.

Respectfully submitted,

Sarah Faulkner, CEBS, PHR