

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.**  
**Minutes of the Board of Directors Meeting Held on February 4, 2021**  
**via Teleconference**

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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 February 4, 2021.

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Sarah Faulkner - President	x	
Bonnie Dean - Vice President	x	
Neil Turnage - Secretary	x	
Peter Thompson – Treasurer	x	
Brittany Sims - At Large/Sponsorship Chair	x	
Nick Ciccolo - At Large/Membership Chair	x	
Kim Csan – Past President	x	
Craig Rupert – Webmaster	x	

**Call to Order**

Sarah called the meeting to order at 8:20 a.m.

**Secretary's Report**

The January minutes were not distributed. Will be distributed at March meeting.

**Treasurer's Report**

Bonnie shared the December Treasury Report and it was approved by the Board.

**Education Report**

Nothing new to report at this time. Everything is on hold until the pandemic is over.

**Membership Report**

Nick reached out to Hannah Hadley's distribution list of potential new members. Sarah to send contact info to Nick of potentially interested young lady she met with recently. No responses to Nick's email but will circle back.

**Publicity Report**

Nothing new to share.

**Sponsorship Report**

Confirmed decision to roll over sponsorships from last year to this year.

**Other Business Discussed:**

1. Discussed training on profiles for new roles/positions through web portal. Many still need to complete.
2. Discussed dates for annual dinner - April 22.
3. Bank account for Bank of America. Hillary has two containers of info to give Sarah, will add Bonnie to account with Sarah. Kim will find pertinent bank account information.

### **Adjournment**

The meeting was adjourned at 8:44 a.m.

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

The next Board meeting is scheduled for Thursday, March 4, 2020 at 8:15 a.m. as a teleconference. Dial in information will be provided on the meeting invite.

Respectfully submitted,

Neil Turnage, CEBS