

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.**  
**Minutes of the Board of Directors Meeting Held on February 3,2022**  
**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 3, 2022.

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Peter Thompson – President	x	
Vacant - Vice President		
Sarah Faulkner– Treasurer/Past President	x	
Vacant - Secretary		
Susan Woodward - At Large/Membership Chair	x	
Brittany Sims - At Large/Sponsorship Chair	x	
Craig Rupert – Webmaster	x	

**Call to Order**

Peter called the meeting to order at 8:29 AM.

**Secretary’s Report**

The January 2022 Minutes were approved.

**Treasurer’s Report**

The Treasurer’s Report for December 2021 and January 2022 were approved.

**Education Report**

Board discussed promoting hybrid education options for this year with ability to be onsite or join via webinar. Board will further look into topic and speaker opportunities.

**Membership Report**

Board welcomed Susan Woodward as the new Membership Chair for the 2022 term. The Board sent letters to Richmond completers and will look to survey current members on topics of interest.

**Publicity Report**

Nothing new to share.

**Sponsorship Report**

Nothing new to share.

## **New Business**

- To recruit Board members, Sarah will reach out to contact at Marsh & McLellan to see if there's interest in serving in a volunteer position.
- Brittany Sims will confirm with new office business leader on interest and availability to report out on annual Mercer Survey results.
- Brittany Sims will be attending the upcoming Volunteer Forum at the home office in Brookfield, WI.
- Peter and Sarah completed the update to contact information for the Chapter bank account, updating Sarah as Treasurer and adding Peter as President.
- Richmond ISCEBS Chapter Newsletter.

## **Adjournment**

The meeting was adjourned at 9:00 AM

## **Next Meeting of the Board**

The next Board meeting is scheduled for Thursday, March 10, 2022 at 8:15 a.m. Dial in information will be provided on the meeting invite/ meeting agenda.

Respectfully submitted,

Peter S. Thompson, CEBS