

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on March 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 March 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 8:32 a.m.

Secretary's Report

The minutes from the February meeting were approved as distributed.

Treasurer's Report

Caroline presented February Treasure's report and was approved by the Board.

Education Report

Discussed potential new speakers to replace Marijuana topic. Nick will reach out to confirm Workplace Sexual Harassment speaker.

Membership Report

Membership email went out on February 19th. Peter confirmed we had 12 members to renew. Peter is currently targeting nonmembers who are sitting for or newly completed certifications.

Sponsorship Report

Nick will send out email for board approval.

Other Business Discussed:

- 1) Board confirmed social will be held on May 16th at Tang and Biscuit. Nick will reach out to make reservations.
- 2) Board approved job descriptions for Craig to upload on website.
- 3) Hilary will continue to search for December 2015, December 2016 and November 2016 board minutes.
- 4) Nick and Hilary both gave recommendations on potential member spotlights.
- 5) Hilary will send Sarah president notes for upcoming Newsletter.

Adjournment

The meeting was adjourned at 9:05 am.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, April 4th at 8:15 a.m. at the Panera in Willow Lawn.

Respectfully submitted,

Sarah Faulkner, CEBS, PHR