

**The Richmond Chapter of the International Society of Certified Employee Benefit  
Specialists, Inc.  
Minutes of the Board of Directors Meeting Held on May 6, 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 May 6, 2021.

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Sarah Faulkner - President	x	
Peter Thompson - Vice President	x	
Bonnie Dean– 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 8:18 a.m.

#### **Secretary's Report**

The March minutes were approved.

#### **Treasurer's Report**

Bonnie shared the March and April Treasury Report, and it was approved by the Board.

#### **Education Report**

Board discussed the success of our first virtual education session held on April 2<sup>nd</sup>.  
Board is considering holding a half day fall session and starting to brainstorm ideas for topics and speakers.

#### **Membership Report**

Nick will be following up with new CEBS Completers about joining the chapter.

#### **Publicity Report**

Nothing new to share.

#### **Sponsorship Report**

Nothing new to share.

#### **Other Business Discussed:**

1. Hillary passed off the chapter containers to Sarah and will confirm the amount of petty cash is included within those items.
2. Bonnie submitted the Form 990 N on May 4, 2021.

3. The board will look to backfill the secretary role that was previously occupied by Neil.

**Adjournment**

The meeting was adjourned at 8:32 a.m.

**Next Meeting of the Board**

The next Board meeting is scheduled for Thursday, June 3, 2020 at 8:15 a.m. Dial in information will be provided on the meeting invite/ meeting agenda.

Respectfully submitted,

Sarah Faulkner, CEBS