

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on May 12, 2022
via Teleconference**

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 12, 2022.

Board Member	Present	Absent
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

The meeting was called to order at 8:16 AM.

Secretary’s Report

The April 2022 Minutes were approved.

Treasurer’s Report

The April 2022 Treasurer’s Report was approved. It was also noted that the maturity date and yield on the certificate of deposit be reviewed for correction.

Education Report

Nothing new to share.

Membership Report

The Membership Chair shared an update regarding emails sent to students who successfully completed an exam in the first quarter 2022 or registered for an exam in the second quarter 2022.

Publicity Report

Nothing new to share.

Sponsorship Report

Nothing new to share.

New Business

- Approximately 20 attendees participated in the virtual education session with Mercer on May 5, 2022. Certificates of course completion were sent to those attendees eligible for CEU credit.
- The Board noted that IRS Form 990-N for 2021 had been filed by the home office on behalf the chapter.
- The Board agreed to reserve a 2-hour time slot for the Chapter Social in June at Topgolf Richmond and suggested it would be ideal to schedule from 5-7 pm to accommodate work schedules. The Board also agreed that an event registration would be created and shared with chapter members once the location and date was secured.
- Peter provided the Board with an update about his trip to Wisconsin and attendance on the ISCEBS Professional Development Committee. He noted some of the topics developed for special sections of *Benefits Quarterly* and other updates from the home office.
- The Board discussed and surveyed interest in attending the upcoming Annual Symposium. The Board acknowledged the challenges of participating this year based on its size, competing work priorities and concerns around travel restrictions and safety.

Adjournment

The meeting was adjourned at 8:44 AM.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, June 2, 2022, at 8:15 a.m. This will be an in-person meeting of the Board at Panera Bread, 1601 Willow Lawn Drive, Richmond, VA 23230.

Respectfully submitted,

Peter S. Thompson, CEBS