

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.  
Minutes of the Board of Directors Meeting Held on November 1, 2018  
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 November 1, 2018.

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Sharon Jahn – President	x	
Hillary Keeton – Vice President	x	
Caroline Sage – Secretary/Publicity Chair	x	
Kim Csan – Treasurer	x	
Nick Ciccolo – At Large/Sponsorship Chair		x
Sarah Faulkner – At Large/Membership Chair	x	
Rebecca Felts – Past President	x	
Craig Rupert – Webmaster		x

**Call to Order**

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

**Secretary’s Report**

The minutes from the October meeting were approved.

**Treasurer’s Report**

The October report was approved. Registrants from the September education event were refunded. We expect a big bill from Circon as well as from Westwood for the annual meeting. All are in favor of moving money to the checking account.

**Education Report**

November 8<sup>th</sup> Meeting will be Shane Tibbet from Louis Ginter, who is confirmed. There are 11 registrants for the annual meeting to date. Sharon is prepared to recognize those who obtained a designation, have an anniversary of chapter membership.

**Membership Report**

Sarah will send out a reminder about renewals and a note to those who recently took an exam.

**Publicity Report**

National Chapter is able to communicate with our chapter membership about upcoming meetings.

**Sponsorship Report**

Nick was not in attendance but will send a sponsor list later today.

**New business:**

- 1) Board Slate for 2019:
  - a. President: Hillary Keeton
  - b. Vice President: Kimberly Csan

- c. Treasurer: Caroline Sage
- d. Secretary: Sarah Faulkner
- e. Membership: Rebecca will talk to her colleague about serving in this role
- f. Sponsors: Nick Ciccolo

**Old business:**

- 1) Other Topics that are Pended, for future meeting consideration
  - a. Medicare Secondary Payer Rules (Hillary knows a contact)
  - b. Diversity and Inclusion presented by Tina
  - c. Virginia Marijuana Laws

**Adjournment**

The meeting was adjourned at 8:45 am.

**Next Meetings of the Board**

The next meeting will be over dinner in the month of December.

Respectfully submitted,

Caroline Sage, CEBS