

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on October 4, 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 October 4, 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 8:25 a.m.

Secretary’s Report

The minutes from the September meeting were approved.

Treasurer’s Report

The September report was approved. The board discussed the need to move money from the CD to the checking account, possibly moving \$2,000. Registrants from the September education event will be refunded, however, the chapter will still need to pay for the insurance credit request.

Education Report

November 8th Meeting will be Shane Tibbet from Louis Ginter, who is confirmed.

Membership Report

Sarah will set up a twitter account for the chapter, as the board discussed that Linked In is helping to boost registrants. Sarah will also put together a New Year card from the board.

Publicity Report

Caroline will send the October newsletter to the board for review next week. It will be the final newsletter of the year.

Sponsorship Report

Nick was not in attendance.

New business:

- 1) Invite students and recent grads to Annual Meeting: Sarah has been reaching out to new members and grads. Caroline has been checking the chapter distribution list (contacts of the Secretary gmail account) to make sure that new exam completers are added.

- 2) Board Slate for 2019: Nick shared a possible additional board member for next year. Kim will also send a possible volunteer from Chesapeake.

Old business:

- 1) Return funds for September event cancelation: The funds will be returned via PayPal.
- 2) 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 Board meeting is scheduled for Thursday, November 8 at 8:15 a.m. at the Panera in Willow Lawn. The final board meeting will be held

Respectfully submitted,

Caroline Sage, CEBS