

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.  
Minutes of the Board of Directors Meeting Held on January 5, 2017  
Westwood Club**

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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 January 5, 2017.

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Rebecca Felts –President	x	
Sharon Jahn – Vice President	x	
Julie Harrison - Secretary/Publicity Chair	x	
Hillary Keeton – Treasurer	x	
Nick Ciccolo – At Large/Sponsorship Chair	x	
– At Large/Education Chair		
Kim Csan– At Large/Membership Chair	x	
Jean Robinson – Past President	x	
Craig Rupert – Webmaster	x	

**Call to Order**

Rebecca Felts presided and called the meeting to order at 8:15 a.m.

**Webmaster’s Report**

Craig Rupert keeps the chapter’s website up-to-date by posting new minutes, photos, and educational programs. All Board members are asked to review the site for any other changes or updates they wish to see made. Jean Robinson will meet with Craig for training on how to maintain the site.

**Secretary’s Report**

The minutes from the December meeting will be submitted at the February meeting.

**Treasurer’s Report**

Sharon Jahn presented the treasurer’s report. The proceeds from a certificate of deposit were transferred to the checking account in December and a sponsor’s check was received and deposited.

**Education Chair Report**

There was no report.

**Membership Report**

The current membership list is pending from ISCEBS. To reach the annual ISCEBS member challenge, our goal is to recruit four new members.

**Publicity Report**

There was no report.

**Sponsorship Report**

Nick Ciccolo reported that the chapter received one sponsor’s check in December, which has been deposited. He will distribute a list of sponsors and the annual sponsorship letter.

**New business:**

- 1) Publicity - Rebecca will be sending the new slate of officers and their photos to the Richmond Times Dispatch for possible publication in the business section.
- 2) Chapter newsletter – A member has offered to be featured in the spotlight section of the next chapter newsletter. A second member was identified and will be contacted for the following edition.
- 3) Education events – A schedule of education events was distributed and educational topics and potential speakers were discussed.
- 4) Transfer of treasurer's duties – Rebecca, Sharon, and Hillary will make signature updates on the chapter bank account.

**Adjournment**

The meeting was adjourned at 9:15 a.m.

**Next Meeting of the Board**

The next Board meeting is scheduled for Thursday, February 2 at 8:15 a.m. at the International Mission Board.

Respectfully submitted,

Julie Harrison, CEBS