

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on January 8, 2015
Westwood Club**

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 8, 2015.

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Debbie Foster –President	x	
Mary Riley – Vice President	x	
Rebecca Felts - Secretary/Publicity Chair	x	
Jean Robinson – Treasurer	x	
Aimee McAfee – At Large/Sponsorship Chair	x	
Hillary Keeton – At Large/Education Chair	x	
Sharon Jahn – At Large/Membership Chair		x
Tina Stevens – Past President	x	
Craig Rupert – Webmaster	x	

Call to Order

Debbie Foster presided and called the meeting to order at 8:10 a.m.

Secretary’s Report

The minutes from the November 6, 2014 meeting were submitted. A motion was made to approve, it was seconded, and the motion carried.

Treasurer’s Report

Jean Robinson presented the Treasurer’s Report. A motion was made to approve, it was seconded, and the motion carried. Jean brought up that she received 15 years of boxed information and wondered if she needed to maintain that extensive a collection of records. National says keeping 7 years is adequate. Once the incorporation papers are secured, it was agreed that Jean could follow National’s recommendation. There was a question about last year’s SCC annual fee of \$25. Tina confirmed she paid the fee on-line last year.

Education Chair Report

There was no report. Debbie brought the name badges to give to Jean. Tina confirmed she had 2 speakers for February.

Membership Report

There was no report.

Publicity Report

Rebecca will send the e-vite for the February educational event and the February newsletter.

Sponsorship Report

There was nothing new to report. Aimee would be sending letters the end of January. A suggestion was made that a sponsor receive one free ticket if sponsor ½ day and 2 free tickets if sponsor whole day. Suggestion was tabled for later discussion.

Old Business

Education Sessions for 2015: Jean is working on speaker(s) for April 9 education event. Full day in June, we still need to confirm topics. Proposed the Valentine Museum as a possible speaker for the annual meeting.

New Business

Please send Debbie digital pictures of individual Board members to include in the Richmond Times-Dispatch announcement of the new Board.

Mary Riley will be attending the Leadership Conference in Brookfield, WI on March 4 & 5, 2015.

Craig brought us up-to-date on the Chapter website. Ours is the most feature rich of any Chapter websites. He posts the newsletters and Board minutes. He also posts pictures from the meetings; he would appreciate if we would bring a camera to the meetings and forward the pictures to him to post. The "contact us" button has been updated to go to Debbie. Craig will move the PayPal account to Hilary's name. Craig and the Treasurer have the PayPal password, which is changed annually. Linked-In is on our site, but we are not on Facebook. He pays 2 bills annually to keep the site active: 1) renew site address and 2) administrative fee. He is currently the only one who knows how to program site and would love a back-up. Jean volunteered.

We agreed to add time to the February meeting to brainstorm on how to grow our chapter. Ideas mentioned included advertising meetings, the benefits of membership, doing a reach out to local colleges.

A discussion on whether Board members should be free vs. pay for the educational meetings was tabled for research on other chapters.

Adjournment

The meeting was adjourned at 9:25 a.m. Debbie, Jean and Rebecca proceeded to Bank of America to put their signatures on file.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, February 5, 2015 at 8:15 a.m. at the offices of VML Insurance Programs.

Respectfully submitted,

Rebecca Felts, CEBS