

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on January 7, 2016
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 7, 2016.

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

Call to Order

Jean Robinson presided and called the meeting to order at 8:30 a.m.

Secretary’s Report

The minutes from the November 2015 meeting are being tabled to be approved at the February board meeting.

Treasurer’s Report

Jean presented the treasurer’s report. A motion was made to approve, it was seconded, and the motion carried.

Education Chair Report

The decision was made to split the education chair duties between the Secretary and Treasurer for 2016 and it was also finalized that binders would not be distributed at full and half day sessions any longer.

Membership Report

Dustin will be engaging with VCU and UR students to promote membership in the coming months. He will also be attending the ISCEBS forum to discuss membership initiatives and retention and growth strategies.

Publicity Report

There was discussion regarding social media and engagement with professionals using LinkedIn. Hillary now has access and will be posting updates to LinkedIn regarding our chapter

Sponsorship Report

Nothing to report at this time.

Old Business

Nothing to report.

New Business

-Meeting schedule for 2016 was finalized. The decision was made to move the chapter social to May 12. All other dates remained the same

-ISCEBS has requested speakers and presentations for Symposium

-Website has been updated

Adjournment

The meeting was adjourned at 9:45 a.m.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, February 4 at 8:15 a.m. at the offices of International Mission Board

Respectfully submitted,

Hillary Keeton, CEBS