

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on June 4, 2015
VML Insurance Programs**

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 June 4, 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 8:15 a.m.

Secretary’s Report

The minutes from the May 7, 2015 meeting were submitted. A motion was made to approve, it was seconded, and the motion carried.

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

Hillary reported on the number of registrations for the June Educational Event to date – 27. She is putting the books together for the event. Debbie will be doing the CPE certificates.

Membership Report

Nothing to report.

Publicity Report

Rebecca reported that the invitation to the June Educational Event was sent on 5/21/15; a follow up will be sent on 6/5/15. The newsletter will publish on Monday June 8.

Sponsorship Report

Nothing to report.

Old Business

Debbie sent the June Educational Event invitation to the Richmond Times-Dispatch to go on their Business Calendar.

New Business

For the June Educational Event: We can give credit for each individual session if someone is unable to attend the full-day. However, there is no reduced price for partial attendance. There will be a drawing for a free registration to Symposium. Rebecca is to include the drawing information in the newsletter along with reminder to bring their

license number. Jean will bring laptop and clicker, Hillary will bring “back-up” clicker. Debbie will have the slide of sponsor logos available for the event. Breakfast will be served at 7:45 – prior to the 1st speaker at 8:00.

Adjournment

The meeting was adjourned at 9:00 a.m.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, August 6, 2015 at 8:15 a.m. at the offices of VML Insurance Programs. (Enjoy your July holiday)

Respectfully submitted,

Rebecca Felts, CEBS