

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on March 2, 2017
Panera Bread on Broad Street at Willow Lawn Drive**

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 March 2, 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	
Kim Csan – At Large/Membership Chair		x
Jean Robinson – Past President		x
Craig Rupert – Webmaster		x

Call to Order

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

Secretary’s Report

The minutes from the February meeting were approved as distributed.

Treasurer’s Report

The treasurer’s report was approved as distributed.

Membership Report

No report.

Publicity Report

The February newsletter was sent to the membership and posted on the chapter’s website.

Sponsorship Report

Nick sent the chapter’s sponsorship letter to past sponsors. Commitments have been received from seven sponsors for this year.

Old business:

- 1) Leadership Conference in Brookfield, WI – Rebecca was out of town at the ISCEBS Leadership Conference on March 2. She will discuss the conference at the next Board meeting.
- 2) Purchase of chapter tablet device – The chapter tablet will be purchased before the April Board meeting and next educational program.
- 3) Chapter signage – A quote has been received on a new chapter sign. The design of the sign will be discussed at the next Board meeting.

New business:

- 1) April education event – To follow up on the February meeting on Social Security, the April 13 education event's topic will be Medicare. Hillary has arranged for a speaker.
- 2) June education event – Two presenters have confirmed they will attend the June 15 program.

Adjournment

The meeting was adjourned at 9:05 a.m.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, April 6 at 8:15 a.m. at the International Mission Board.

Respectfully submitted,

Julie Harrison, CEBS