

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.  
Minutes of the Board of Directors Meeting Held on January 3, 2019  
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 3, 2019.

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Hillary Keeton - President	x	
Kim Csan - Vice President		x
Sarah Faulkner - Secretary/Publicity Chair	x	
Caroline Sage - Treasurer	x	
Nick Ciccolo - At Large/Sponsorship Chair	x	
Peter Thompson - At Large/Membership Chair	x	
Sharon Jahn – Past President	x	
Craig Rupert – Webmaster	x	

**Call to Order**

Hillary called the meeting to order at 8:15 a.m.

**Secretary's Report**

The minutes from the November meeting were approved as distributed.

**Treasurer's Report**

Kim was not in attendance.

**Education Report**

- a. February Breakfast Meeting will be removed from education schedule
- b. April Education Breakfast Meeting: Diversity Inclusion – Hillary confirming speaker (Tina)
- c. Board discussed and confirmed having Education Half Day Sessions on June 13<sup>th</sup> and September 12<sup>th</sup>. The following were potential topics to confirm:
  - Identity Theft (Legal Resources)
  - Managed Care Advocacy Groups
  - Student Loan Repayment
  - Technology for Small Firms
  - Medicare Payer Rules
  - VA Marijuana Laws
  - Cigna Program Enhancements

**Membership Report**

Peter discussed reaching out to VCU local chapter to encourage student or recent graduate membership.

**Publicity Report**

The Board confirmed newsletter distribution to be sent in March, May and August.

## **Sponsorship Report**

Nick will be sending out sponsor list to board members for review and feedback. Nick plans to send out letter to sponsors in March after letter has been approved by the board. BB&T and RCMD sponsor contacts will need updating.

## **Other Business Discussed:**

- 1) Craig will update website to include early bird rates for education sessions
- 2) Social will be held in May, River City Roll potential location.

## **Adjournment**

The meeting was adjourned at 9:20 am.

## **Next Meeting of the Board**

The next Board meeting is scheduled for Thursday, February 7th at 8:15 a.m. at the Panera in Willow Lawn.

Respectfully submitted,

Sarah Faulkner, CEBS, PHR