

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on November 5, 2015
VMLIP**

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 November 5, 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 October, 2015 meeting were submitted. A motion was made to approve, it was seconded, and the motion carried.

Treasurer’s Report

Jean Robinson submitted the Treasurer’s report for October.

Education Chair Report

There was no Education Report. We discussed that we needed a better way to ensure that the people attending the meetings/events have paid.

Membership Report

Sharon Jahn stated that we currently have 63 members. She will be contacting the 4 people that have just received their designations.

Publicity Report

Rebecca reported that the last newsletter for 2015 (November) was emailed on 11/4/15.

Sponsorship Report

There was nothing new to report regarding Sponsorship.

Old Business

Our Annual meeting will be on November 12. Debbie will email the people that are scheduled to receive awards. The December meeting of 2016 Board to plan 2016 Educational Events will be December 2 at VMLP. The Board celebration will be that night at Tarrant’s West at 5:30 p.m.

New Business

New Board will be presented at Annual meeting. To date, we still need Education Chair and Membership Chair. Debbie will notify Metro Business of New Board Officers in January. Also the 2016 Annual Report to SCC reporting new Board officers will need to be filed. The 2016 Annual Registration Fee to SCC will be due 01/31/2016.

Adjournment

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

Next Meeting of the Board

The next Board meeting is scheduled for Wednesday, December 2 at 8:15 a.m. at the offices of VML Insurance Programs.

Respectfully submitted,

Rebecca Felts, CEBS