

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.  
Minutes of the Board of Directors Meeting Held on October 8, 2015  
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 October 8, 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 1:15 p.m.

**Secretary’s Report**

The minutes from the September 3, 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. A motion was made to approve, it was seconded, and the motion carried. Jean mentioned that we still needed to pay for the 2 events in September: ½ day on 9/17 and social on 9/24.

**Education Chair Report**

We completed the last education event for 2015. Great job, Hillary!

**Membership Report**

Nothing to report

**Publicity Report**

Rebecca to send the invitation to the Annual Meeting on November 12. Also the last newsletter for the year will go out the 1<sup>st</sup> week in November. Rather than including a Membership blurb, it was suggested that we include a speaker survey in the November newsletter to ask for potential speakers and what topics our members would like to hear about.

**Sponsorship Report**

Nothing to report

**Old Business**

Education planning meeting and Board celebration rescheduled for December 2. It’s the last Board meeting at VMLIP. The Board celebration will be at Tarrant’s West at 5:30 p.m.

**New Business**

We will need to submit the slate of new Board members at the Annual meeting. Aimee will no longer be the Sponsorship Chair but has asked Nick/Mercer to step into her shoes. We discussed seeing if Jared would be interested in the Membership Chair. As we don't currently have an Education Chair for 2016, we will discuss sharing those duties at the November Board meeting. We want to check the SHRM schedule for 2016 to prevent scheduling conflicts for next year.

**Adjournment**

The meeting was adjourned at 2:00 p.m.

**Next Meeting of the Board**

The next Board meeting is scheduled for Thursday, November 5 at 8:15 a.m. at the offices of VML Insurance Programs.

Respectfully submitted,

Rebecca Felts, CEBS