

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on September 3, 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 September 3, 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 August 6, 2015 meeting were submitted. A motion was made to approve, it was seconded, and the motion carried.

Treasurer’s Report

Jean submitted the Treasurer’s report. A motion was made to approve, it was seconded, and the motion carried.

Education Chair Report

Hillary reported that we had 11 people confirmed to date as attending the September 17 session. She will bring a laptop to use for the presentations. Jean has the nametags and will be purchasing a Fitbit for the drawing. Debbie has sent the notice to the Richmond Times-Dispatch for inclusion on the Metro Business calendar.

Membership Report

There was nothing new to report.

Publicity Report

Rebecca will send a reminder for the September 17 session next week. The invites to the September 24 Chapter Social and October 8 session will go out in 2 weeks.

Sponsorship Report

There was nothing new to report. This will be Aimee’s last year as the Sponsorship Chair; she may have someone to step into her place for the next term.

Old Business

The Education session planning meeting will be December 2 at VMLIP at 8:15 a.m.. As Tina is rotating off the Board, this will be our last meeting at VMLIP. We will need a new meeting place for 2016. The Board celebration will be that evening at Tarrant's West at 5:30 p.m.

New Business

Sharon shared news from the Symposium – and whale watching in Canada!

Adjournment

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

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, October 8 at 1:00 p.m. at the Westwood Racquet Club following the educational session.

Respectfully submitted,

Rebecca Felts, CEBS