

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on September 1, 2016
International Mission Board**

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 1, 2016.

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Jean Robinson –President	x	
Rebecca Felts – Vice President	x	
Hillary Keeton - Secretary/Publicity Chair	x	
Sharon Jahn – Treasurer	x	
Nick Ciccolo – At Large/Sponsorship Chair	x	
– At Large/Education Chair	x	
Dustin Shuman– At Large/Membership Chair	x	
Debbie Foster – Past President	x	
Craig Rupert – Webmaster		x

Call to Order

Jean Robinson presided and called the meeting to order at 8:20 a.m.

Secretary’s Report

The minutes from the August 4, 2016 meeting were submitted. A motion was made to approve, it was seconded, and the motion carried.

Treasurer’s Report

Sharon presented the treasurer’s report. A motion was made to approve, it was seconded, and the motion carried.

Education Chair Report

We received feedback regarding the CE for the sessions. We did receive approval for the full day session.

Membership Report

Nothing new to report. Dustin is stepping down due to other commitments, September 1 was his last meeting.

Publicity Report

The newsletter was issues on August 31 and we have requested Kimberly Csan be the next member spotlight

Sponsorship Report

New sponsors at this time Nick is following up on commitments

Old Business

The Symposium was the primary topic of old business. Train times are between 10 and 2 and the board will meet Sunday evening for dinner. Jean is purchasing the tickets to the Orioles game.

New Business

- a. We discussed roles for the board for the 2017 year
 - a. Rebecca Felts- President
 - b. Sharon Jahn- VP
 - c. Hillary Keeton- Treasurer
 - d. Requested Kimberly Csan be Secretary
 - e. Sponsorship- Nick
 - f. Membership and Education are open
- b. Job Descriptions are going to be updated to share duties. We discussed doing away with the Education chair and redistributing the duties. Have RSVP's go to the Treasurer. Have speakers bio's and presentations sent directly to the past president for CE purposes. VP make arrangements with Westwood.
- c. We need a meeting location for the 2017 board as VA Retirement has parking issues.
- d. We have all gift cards for speakers for the September full day session.
- e. Jean purchased an ipad as a raffle item for full day
- f. We will continue to do surveys as we received valuable feedback.

Adjournment

The meeting was adjourned at 9:15 a.m.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, October 5 at 8:15 a.m. at the offices of International Mission Board

Respectfully submitted,

Hillary Keeton, CEBS