

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.  
Minutes of the Board of Directors Meeting Held on April 6, 2023  
Via Teleconference**

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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 April 6, 2023.

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Peter Thompson – President	x	
Vacant - Vice President		
Sarah Faulkner– Treasurer/Past President	x	
Vacant - Secretary		
Susan Woodward - At Large/Membership Chair	x	
Vacant - At Large/Sponsorship Chair		

**Call to Order**

The meeting was called to order at 8:14 AM.

**Secretary’s Report**

The March 2023 Minutes were approved.

**Treasurer’s Report**

The March 2023 Treasurer’s Report was approved.

*It was confirmed that the amount of \$1,230 deposited to the bank account in February 2023 was the chapter dues payout from the Society. Another bonus payout amount may be due for any additional members added in March.*

**Education Report**

Nothing to report.

**Membership Report**

Nothing to report.

**Publicity Report**

Nothing to report.

**Sponsorship Report**

Nothing to report.

## **New Business**

- The Board discussed planning and preparation for the first education session, scheduled for April 12, 2023. The first quarter chapter newsletter and notice of the upcoming event was sent to members in late March. Sarah noted the number of individuals who registered for the session.
- As of April 5, a total of six individuals registered for the event. It was recommended that a reminder email be sent to increase participation and attendance.
- The Board established June as the timeframe for the chapter's annual social event. The venue selected for the event is River City Roll. Peter shared that because the party size is likely to be less than 25 people, online reservations are required and could not be processed or completed outside of the 30-day threshold. He would submit an online request and continue to follow up until availability is confirmed.

## **Adjournment**

There being no other business, the meeting was adjourned at 8:37 AM.

## **Next Meeting of the Board**

The next Board meeting is scheduled for Thursday, May 4, 2023, at 8:15 a.m.

Respectfully submitted,

Peter S. Thompson, CEBS