

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.  
Minutes of the Board of Directors Meeting Held on May 11, 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 May 11, 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 3:32 PM.

**Secretary’s Report**

The April 2023 Minutes were approved.

**Treasurer’s Report**

The April 2023 Treasurer’s Report was approved.

**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 chapter's annual social event. Peter confirmed the reservation for 10 guests at River City Roll on Tuesday, June 6<sup>th</sup> from 5:00-7:00pm. Newsletter content and a registration link would be created for members to RSVP.
- The Board began initial discussions related to the fall education session, including proposed topics for consideration. The Board would revisit discussion at its next meeting, including the selection of topics and potential speakers to begin any outreach and planning.
- Sarah confirmed that Form 990-N had been filed with the Internal Revenue Service. The form was filed ahead of the May 15<sup>th</sup> deadline. Notice was also provided to the Society.

## **Adjournment**

There being no other business, the meeting was adjourned at 3:52 AM.

## **Next Meeting of the Board**

The next Board meeting is scheduled for Thursday, June 1, 2023, at 8:15 a.m.

Respectfully submitted,

Peter S. Thompson, CEBS