

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.  
Minutes of the Board of Directors Meeting Held on November 7, 2023  
Via Teleconference**

---

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 November 7, 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 8:19 AM.

**Secretary’s Report**

The October 2023 Minutes were approved.

**Treasurer’s Report**

The October 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 nominations for the 2024 Chapter Officers.
- The Board discussed planning for an audit review and noted that the last audit review was conducted prior to the COVID-19 pandemic. The Board indicated that efforts would be made to develop and finalize a self-reported audit review in 2024 and re-establish the biennial frequency.
- The Board finalized plans for the Chapter Annual Meeting. The Board identified potential officer and board members and would solicit nominations for positions. Peter will reach out to the Society for assistance with creating a registration page. Sarah will send the email notice to members.
- Peter raised the issue of sponsorships for 2024 and shared that a local firm offered to sponsor a chapter event. He also referenced templated materials on the Society's website that could be solicit sponsorships for 2024. It was decided to table this item for the new chapter officers and board.
- The Board reviewed the 2024 Strategic Plan and discussed progress towards achieving the established goals and objectives.

## **Adjournment**

There being no other business, the meeting was adjourned at 8:59 AM.

## **Next Meeting of the Board**

The next Board meeting is scheduled for Thursday, December 7, 2023, at 8:15 a.m.

Respectfully submitted,

Peter S. Thompson, CEBS