

**The Richmond Chapter of the International Society of Certified Employee Benefit Specialists, Inc.
Minutes of the Board of Directors Meeting Held on October 5, 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 October 5, 2023.

| Board Member | Present | Absent |
|--|----------------|---------------|
| 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 8:25 AM.

Secretary’s Report

The September 2023 Minutes were approved.

Treasurer’s Report

The September 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 final planning and logistics for the Fall Education Event. A reminder email to promote the event would be sent to members, speakers, and industry stakeholders.
- As part of planning efforts for the Fall Education Event, Peter shared that at least one firm expressed interest in sponsoring future chapter events and noted the effort to re-engage industry firms and trade groups in 2024.
- The Board discussed recruitment for 2024 Chapter officers and outreach to former members.
- The Board discussed updates to the chapter website and would coordinate with the Society to implement by the first quarter of 2024.

Adjournment

There being no other business, the meeting was adjourned at 8:48 AM.

Next Meeting of the Board

The next Board meeting is scheduled for Thursday, November 2, 2023, at 8:15 a.m.

Respectfully submitted,

Peter S. Thompson, CEBS