



Board Meeting Minutes
Thursday, September 11, 2025
11:00 a.m.
Teleconference - Zoom

- 1. Call to Order/Welcome: 11:03**
- 2. Roll Call/Establish Quorum**
 - a. Attending: Ben Lutkoski, Hillary Gatlin, Kimber Brumbaugh, Robert Michaud, Theresa Wall
 - b. Not Attending: Matt DeBellis
- 3. Approve May 2025 Board Meeting Minutes – We will approve virtually - Kimber to resend so all have them.**
 - a. Motion to Approve:
 - b. Seconded:
- 4. Financial Report (Theresa)**
 - a. May 2025
 - i. Income: \$0.33
 - ii. Expenses: \$177.95
 - iii. Net: -\$177.62
 - iv. Balance: \$6,300.80
 - b. June 2025
 - i. Income: \$30.32
 - ii. Expenses: \$77.95
 - iii. Net: -\$47.63
 - iv. Balance: \$6,253.17
 - c. July 2025
 - i. Income: \$0.33
 - ii. Expenses: \$77.95
 - iii. Net: -\$77.62
 - iv. Balance: \$6,175.55
 - d. August 2025
 - i. Income: \$0.34
 - ii. Expenses: \$294.90
 - iii. Net: -\$294.56
 - iv. Balance: \$5,880.99
 - e. Bill Highway August 2025
 - i. Income: \$20.00

- ii. Expenses: \$2.18
- iii. Net: \$17.82
- iv. Balance: \$117.82
- f. Check In on Status of Transition to BillHighway
 - i. What payments do we need to make sure continue after transfer? StarChapter/StarPay
 - 1. Can we turn off StarChapter Pay since we're using BillHighway now?
 - ii. Other financial concerns
 - 1. Did not cancel GoToMeeting in time, so we were charged for the year. Gives us a backup meeting platform if we need it. Did cancel the auto renewal though so it won't be a problem next year.
 - 2. Not sure where escrow is going. Our money is in two accounts right now which makes things complicated.

5. Membership Report (Robert)

- a. Current Membership at 25 members.
 - i. XX members expiring soon – Robert wasn't able to run this report
 - ii. 2 of his usual reports won't run so he'll have to follow up with ARMA. Once he gets them, he'll provide the reports to Hillary
 - iii. 145 people outside our chapter but members of ARMA. Suggest we add them to our invite list for future events.
- b. Hillary updated member and non-member lists in StarChapter

6. Public Relations Report (Hillary/Matthew)

- a. 22 people registered for today's event (12 Chapter Members/10 Guests)
 - i. Ben will compare this against BillHighway to see how things show up.
 - ii. Registration is on honor system, appears to have been one person registered as a chapter member though their name wasn't familiar. Unless it becomes a big issue, won't be too concerned.

7. Programs Update (All)

- a. Programs:
 - i. 4 programs a year due to limited capacity
 - ii. Continue to have Board meet monthly to check in on finances and planning for programs.
 - 1. 1. Hillary will send out poll for when to have Oct meeting.
 - iii. Using Member Planet for Programs. Hillary will add Ben and Matt as administrators so they can assist with setting up sessions.
- b. Program Calendar:
 - i. November 6 – Who is taking the lead on this?
 - 1. Need to have info finalized by Oct. 15 for marketing
 - 2. We were hoping to find someone to speak on the IT part of the CRM exam but haven't had any response from ICRM. Ben willing to do a presentation on Part 6 if need be. Suggest he put together notes, as if not needed for this meeting, might be useful for a later one.
 - ii. February 5 – ?

iii. April/May--?

8. Website (Matt):

9. Old Business:

a. Status of the Chapter:

i. Is this too much for our limited capacity?

ii. Hillary will mention the need for additional board members at all our programs.

iii. We will check in and evaluate the status of the chapter throughout the program year.

10. New Business: NA

11. Announcements: NA

12. Close Meeting: 11:47

Minutes approved by Board on DATE. Will be signed at later date.

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Saturday, May 31, 2025	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,365.29
<i>Business Savings (FCB)</i>	\$3,915.76
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,300.80</u>
TOTAL ASSETS	\$6,300.80
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,021.42
<i>Net Income</i>	-\$245.22
TOTAL LIABILITIES & EQUITY	\$6,300.80
<i>Cash Basis As of May 31, 2025</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
May 2025	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.33
Total Income	\$0.33
Expenses	
<i>BillHighway Transfer</i>	\$100.00
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$58.00
Total Expense	\$177.95
<u>Net Ordinary Income</u>	<u>-\$177.62</u>
Net Income	-\$177.62
<i>Cash Basis May 2025</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Monday, June 30, 2025	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,317.34
<i>Business Savings (FCB)</i>	\$3,916.08
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,253.17</u>
TOTAL ASSETS	\$6,253.17
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,021.42
<i>Net Income</i>	-\$292.85
TOTAL LIABILITIES & EQUITY	\$6,253.17
<i>Cash Basis As of June 30, 2025</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
June 2025	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.32
<i>Membership Dues and Assessments</i>	\$30.00
Total Income	\$30.32
Expenses	
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$58.00
Total Expense	\$77.95
<u>Net Ordinary Income</u>	<u>-\$47.63</u>
Net Income	-\$47.63
<i>Cash Basis June 2025</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Thursday, July 31, 2025	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,239.39
<i>Business Savings (FCB)</i>	\$3,916.41
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,175.55</u>
TOTAL ASSETS	\$6,175.55
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,314.27
<i>Net Income</i>	<u>-\$77.62</u>
TOTAL LIABILITIES & EQUITY	\$6,175.55
<i>Cash Basis As of July 31, 2025</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
July 2025	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.33
Total Income	\$0.33
Expenses	
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$58.00
Total Expense	\$77.95
<u>Net Ordinary Income</u>	<u>-\$77.62</u>
Net Income	-\$77.62
<i>Cash Basis July 2025</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Sunday, August 31, 2025	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$1,944.49
<i>Business Savings (FCB)</i>	\$3,916.75
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$5,880.99</u>
TOTAL ASSETS	\$5,880.99
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,314.27
<i>Net Income</i>	-\$372.18
TOTAL LIABILITIES & EQUITY	\$5,880.99
<i>Cash Basis As of August 31, 2025</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
August 2025	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.34
Total Income	\$0.34
Expenses	
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$82.95
<i>Virtual Meeting Platform</i>	\$192.00
Total Expense	\$294.90
<u>Net Ordinary Income</u>	<u>-\$294.56</u>
Net Income	-\$294.56
<i>Cash Basis August 2025</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Sunday, August 31, 2025	
ASSETS	
BillHighway	
<i>Cash - Operating</i>	\$100.00
<i>Retained Earnings</i>	\$17.82
<u>Total Checking/Savings</u>	<u>\$117.82</u>
TOTAL ASSETS	\$117.82
<i>Cash Basis As of August 31, 2025</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
August 2025	
Ordinary Income/Expense	
Income	
<i>Seminars and Meetings</i>	\$20.00
Total Income	\$20.00
Expenses	
<i>BillHighway Prcessing Fees</i>	\$0.48
<i>Check and Card Order Fees</i>	
<i>MemberPlanet Registration Fees</i>	\$1.70
Total Expense	\$2.18
<u>Net Ordinary Income</u>	<u>\$17.82</u>
Net Income	\$17.82
<i>Cash Basis August 2025</i>	