



**Board Meeting Minutes
Thursday, April 2, 2026
11:00 am
Teleconference - Zoom**

- 1. Call to Order/Welcome: 11:01**
- 2. Roll Call/Establish Quorum**
 - a. Attending: Ben Lutkoski, Hillary Gatlin, Kimber Brumbaugh, Matt DeBellis, Robert Michaud, Theresa Wall
 - b. Not Attending:
- 3. Approve March 2026 Board Meeting Minutes**
 - a. Motion to Approve: Ben
 - b. Seconded: Theresa
- 4. Financial Report (Theresa and Ben)**
 - a. March 2026
 - i. Income: \$0.33
 - ii. Expenses: \$58
 - iii. Net: -\$57.67
 - iv. Balance: \$5,357.51
 - b. Bill Highway March 2026
 - i. Income: \$35
 - ii. Expenses: \$6.88
 - iii. Net: \$28.12
 - iv. Balance: \$539.89
 - c. Theresa will be doing the AIEF donations on behalf of our speakers in June/July.
- 5. Membership Report (Robert)**
 - a. Current Membership at 23 members.
 - i. 1 member expiring soon, 1 new member
- 6. Public Relations Report (Hillary/Matthew)**
 - a. 21 attendees (14 Chapter Members/7 Non-Members) registered for program on March 24.
 - i. 13 attendees
- 7. Programs Update (All)**
 - a. Programs:
 - i. May 7 program
 1. Lisa and Becky will present on inventory projects.

- a. Hillary will follow up with them this week to get materials so marketing can begin by April 15.
 - ii. May Lunch/Dinner Event
 - 1. Goodbye lunch/dinner for chapter members only.
 - a. As of 3/27, no meeting time worked for all of us.
 - b. Possible times that at least 3 people can make it:
 - i. Monday, May 18 at dinner
 - ii. Thursday, May 21 at dinner
 - iii. Friday, May 29 at lunch
 - c. Should we look to the first week of June? I want to include everyone on the board if possible.
 - i. Board agrees that Thursday June 4 for Lunch, 11 to 2 or so, works best. We'll need to decide a location. Maybe something around Southpoint mall as it's easier for Theresa to get to as she's coming in from out of town?
 - 2. Hillary can present state of the chapter at goodbye meeting.
 - b. Using Member Planet for Programs
 - i. For now, send program info to Hillary so she can create events.
8. **Website (Matt):** No updates
9. **Old Business:**
 - a. Status of the Chapter Discussion:
 - i. Chapter Closure:
 - 1. Hillary sent email to Chapter Advisor Leo Rodriguez and Heather Lehman alerting them to potential chapter closure and asking for guidance on financial matters, including sending money back to ARMA and chapter membership refunds.
 - a. No response yet.
 - b. Hillary will follow up with Hether with our specific questions about closing the chapter and the financial questions we have.
 - 2. Hillary sent out a call for volunteers. Will give until May 1. We need 6 volunteers to continue.
 - a. One response that was tentatively interested.
 - b. Will send out follow up emails in April and week of May 1.
 - c. Haven't received any responses about being upset that we may be closing the chapter from the membership. Let Hillary know if any of the Board members hear anything about this.
 - ii. Next steps?
10. **New Business: NA**
11. **Announcements: NA**
12. **Close Meeting: 11:30**

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

Minutes approved

Date

| | |
|---|-------------------|
| ARMA Triangle Chapter Financial Report | |
| BALANCE SHEET | |
| Tuesday, March 31, 2026 | |
| ASSETS | |
| Checking/Savings | |
| <i>Basic BusinessChecking (FCB)</i> | \$1,418.74 |
| <i>Business Savings (FCB)</i> | \$3,919.02 |
| <i>Petty cash</i> | \$19.75 |
| <u>Total Checking/Savings</u> | <u>\$5,357.51</u> |
| TOTAL ASSETS | \$5,357.51 |
| LIABILITIES & EQUITY | |
| Equity | |
| <i>Opening Bal Equity</i> | \$11,567.44 |
| <i>Unrestrict (retained earnings)</i> | -\$5,314.27 |
| <u><i>Net Income</i></u> | <u>-\$895.66</u> |
| TOTAL LIABILITIES & EQUITY | \$5,357.51 |
| <i>Cash Basis As of March 31, 2026</i> | |
| ARMA Triangle Chapter | |
| PROFIT & LOSS | |
| March 2026 | |
| Ordinary Income/Expense | |
| Income | |
| <i>Dividends</i> | \$0.33 |
| Total Income | \$0.33 |
| Expenses | |
| <i>StarChapter Platform</i> | \$58.00 |
| Total Expense | \$58.00 |
| <u>Net Ordinary Income</u> | <u>-\$57.67</u> |
| Net Income | -\$57.67 |
| <i>Cash Basis March 2026</i> | |

| | |
|---|-----------------|
| ARMA Triangle Chapter Financial Report | |
| BALANCE SHEET | |
| Tuesday, March 31, 2026 | |
| ASSETS | |
| BillHighway | |
| <i>Cash - Operating</i> | \$439.89 |
| <i>Retained Earnings</i> | \$100.00 |
| <u>Total Checking/Savings</u> | <u>\$539.89</u> |
| TOTAL ASSETS | \$539.89 |
| <i>Cash Basis As of March 31, 2026</i> | |
| ARMA Triangle Chapter | |
| PROFIT & LOSS | |
| March 2026 | |
| Ordinary Income/Expense | |
| Income | |
| <i>Deposits</i> | \$35.00 |
| Total Income | \$35.00 |
| Expenses | |
| <i>BillHighway Processing Fees</i> | \$6.88 |
| Total Expense | \$6.88 |
| <u>Net Ordinary Income</u> | <u>\$28.12</u> |
| Net Income | \$28.12 |
| <i>Cash Basis March 2026</i> | |