



**Board Meeting Minutes**  
**Thursday, December 4, 2025**  
**12:00 pm**  
**Teleconference - Zoom**

- 1. Call to Order/Welcome: 12:02**
- 2. Roll Call/Establish Quorum**
  - a. Attending: Ben Lutkoski, Hillary Gatlin, Kimber Brumbaugh, Matt DeBellis, Robert Michaud
  - b. Not Attending: Theresa Wall
- 3. Approve November 2025 Board Meeting Minutes**
  - a. Motion to Approve: Matt
  - b. Seconded: Ben
- 4. Financial Report (Theresa and Ben)**
  - a. November 2025
    - i. Income: \$0.32
    - ii. Expenses: \$49.90
    - iii. Net: -\$49.58
    - iv. Balance: \$5,646.21
  - b. BillHighway November 2025
    - i. Income: \$10.00
    - ii. Expenses: \$5.79
    - iii. Net: \$4.21
    - iv. Balance: \$371.77
  - c. Check In on Transition to BillHighway?
    - i. StarChapter Payment Issue? Issues with BillHighway process payment. Not sure which side the issue is on, StarChapter's or BillHighway. Theresa had to use to original card to make the payment and not the BillHighway card. Will want to test the new debit card with something else before we try to change it over again. Ben will make a small purchase from the ARMA store to test the BillHighway card. Wil pay StarChapter from First Citizen in December.
- 5. Membership Report (Robert)**
  - a. Current Membership at 27 members.
    - i. 2 members expiring soon
- 6. Public Relations Report (Hillary/Matthew)**
  - a. N/A as no program this month
- 7. Programs Update (All)**

- a. Programs:
    - i. February 5
      - 1. Ideas for program topics? Would like to have an outside speaker if possible.
        - a. How to do a multi-department inventory? Becky or Lisa as a speaker on this? ICRM not much help finding speaker last month so might not be a source to go through. Maybe Betsy as an option as well.
        - b. Email deleting parties - Hillary might know someone who could speak on this if needed.
        - c. Cybersecurity issues? Robert might know someone who could speak on this if the inventory creation one doesn't pan out.
      - 2. Hillary is happy to email potential speakers if you can provide contact info.
        - a. Would need program finalized by January 15 so we can market program.
    - ii. April/May--?
      - 1. Spring Seminar Mania: I have not heard anything about it being planned for this year.
  - b. Using Member Planet for Programs
    - i. Hillary emailed Heather about access for Matt. Matt is not listed in the MemberPlanet system but is listed in ARMA Triangle Chapter Board list.
      - 1. Ben is listed in the MemberPlanet system, so he should have access?
    - ii. 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:
    - 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:**
  - a. Next Board Meeting will be January 8 at 11 am. Hillary will send out a meeting invite. Focus on Bill Highway issues and meeting planning for Feb/April.
11. **Announcements: NA**
12. **Close Meeting: 12:39**

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

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Minutes approved

Date

<b>ARMA Triangle Chapter Financial Report</b>	
<b>BALANCE SHEET</b>	
<b>Sunday, November 30, 2025</b>	
<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$1,708.74
<i>Business Savings (FCB)</i>	\$3,917.72
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$5,646.21</u>
<b>TOTAL ASSETS</b>	<b>\$5,646.21</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,314.27
<i>Net Income</i>	-\$606.96
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$5,646.21</b>
<i>Cash Basis As of November 30, 2025</i>	
<b>ARMA Triangle Chapter</b>	
<b>PROFIT &amp; LOSS</b>	
<b>November 2025</b>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<i>Dividends</i>	\$0.32
<b>Total Income</b>	<b>\$0.32</b>
<b>Expenses</b>	
<i>StarChapter Payment Processing</i>	\$49.90
<b>Total Expense</b>	<b>\$49.90</b>
<u>Net Ordinary Income</u>	<u>-\$49.58</u>
<b>Net Income</b>	<b>-\$49.58</b>
<i>Cash Basis November 2025</i>	

<b>ARMA Triangle Chapter Financial Report</b>	
<b>BALANCE SHEET</b>	
<b>Sunday, November 30, 2025</b>	
<b>ASSETS</b>	
BillHighway	
<i>Cash - Operating</i>	\$271.77
<i>Retained Earnings</i>	\$100.00
<u>Total Checking/Savings</u>	<u>\$371.77</u>
<b>TOTAL ASSETS</b>	<b>\$371.77</b>
<i>Cash Basis As of November 30, 2025</i>	
<b>ARMA Triangle Chapter</b>	
<b>PROFIT &amp; LOSS</b>	
<b>November 2025</b>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<i>Meetings</i>	\$10.00
<b>Total Income</b>	<b>\$10.00</b>
<b>Expenses</b>	
<i>BillHighway Processing Fees</i>	\$1.44
<i>MemberPlanet Registration Fees</i>	\$4.35
<b>Total Expense</b>	<b>\$5.79</b>
<u>Net Ordinary Income</u>	<u>\$4.21</u>
<b>Net Income</b>	<b>\$4.21</b>
<i>Cash Basis November 2025</i>	