



Board Meeting Minutes
Thursday, February 5, 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 January 2025 Board Meeting Minutes**
 - a. Motion to Approve: Matt
 - b. Seconded: Theresa
- 4. Financial Report (Theresa and Ben)**
 - a. January 2025
 - i. Income: \$0.33
 - ii. Expenses: \$58.00
 - iii. Net: -\$57.67
 - iv. Balance: \$5,472.88
 - b. BH January 2025
 - i. Income: \$300.00
 - ii. Expenses: \$120.00
 - iii. Net: \$180.00
 - iv. Balance: \$451.77
 - c. Check In on Transition to BillHighway?
 - i. Did we test the new BillHighway card? This still hasn't happened.
 - ii. Any other issues? No
- 5. Membership Report (Robert)**
 - a. Current Membership at 25 members.
 - i. 1 member expiring soon, they already renewed.
 - b. Better communication about how we use the StarChapter website.
 - i. Hillary was unable to work on this in January, but can in February.
 - ii. Should we hold off on this communication if we are closing the chapter?
- 6. Public Relations Report (Hillary/Matthew)**
 - a. N/A as no program this month
- 7. Programs Update (All)**
 - a. Programs:

- i. March 10 (2nd Tuesday not 1st Thursday)
 - 1. Cybersecurity—Robert is in contact with speaker.
 - a. We will begin marketing this event next week.
 - b. Send materials (bio, program title, program description) to Hillary
 - c. Hillary will be available that week to run the meeting.
 - d. Reschedule board meeting to 3/10, or another day that week?
Agreed to Tuesday the 10th at 11, before the presentation.
 - ii. April/May--?
 - 1. Lisa and Becky are interested in presenting on inventory projects. Hillary will follow up with them for the April/May presentation.
 - 2. If we decide to close the chapter, replace April/May presentation with a goodbye lunch/dinner?
- b. Using Member Planet for Programs
- i. Hillary followed up with Heather re) Matt's access. No response yet.
 - 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 Discussion:
 - i. State of the Chapter
 - 1. Participation/Volunteers
 - 2. Attendance this year – numbers are down, not a large number of attendees outside of the Board.
 - 3. Capacity
 - ii. Should we close the chapter? Board is in agreement that we don't have the capacity to keep the chapter running. At least 3 Board members would need to leave in June.
 - 1. If so, what actions do we take to do so? What is the process?
 - a. Would need to close by end of June/July so we end at the fiscal year/board transition
 - 2. Finance question: review of by-laws states the following: "These assets are to be paid over to ARMA International as described in its Policies."
 - 3. Will want to close StarChapter as soon as our last meeting is done.
- iii. Next steps?
 - 1. Hillary will reach out to ARMA about steps to close our chapter without saying definitely that we've agreed to close.
 - 2. We'll discuss communication with our members at the March meeting, once we have more information on the process.
 - a. Would members want reimbursed if they renewed recently and then we close? How would that be handled? Does ARMA have a protocol for handling this?

- 10. New Business: NA**
- 11. Announcements: NA**
- 12. Close Meeting: 11:33**

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Saturday, January 31, 2026	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$1,534.74
<i>Business Savings (FCB)</i>	\$3,918.39
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$5,472.88</u>
TOTAL ASSETS	\$5,472.88
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>-\$780.29</u>
TOTAL LIABILITIES & EQUITY	\$5,472.88
<i>Cash Basis As of January 31, 2026</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
January 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 January 2026</i>	

ARMA Triangle Chapter Financial Report**BALANCE SHEET**

Saturday, January 31, 2026

ASSETS	
BillHighway	
<i>Cash - Operating</i>	\$351.77
<i>Retained Earnings</i>	\$100.00
<u>Total Checking/Savings</u>	<u>\$451.77</u>
TOTAL ASSETS	\$451.77

*Cash Basis As of January 31, 2026***ARMA Triangle Chapter****PROFIT & LOSS**

January 2026

Ordinary Income/Expense

Income	
<i>Membership Dues and Assessments</i>	\$300.00
Total Income	\$300.00
Expenses	
Miscellaneous	
<i>ARMA Headquarters</i>	\$120.00
Total Miscellaneous	\$120.00
Total Expense	\$120.00
<u>Net Ordinary Income</u>	<u>\$180.00</u>
Net Income	\$180.00

Cash Basis January 2026