



**Board Meeting Minutes**  
**Monday, November 6, 2025**  
**11:00 a.m.**  
**Teleconference - Zoom**

- 1. Call to Order/Welcome: 11:02**
- 2. Roll Call/Establish Quorum**
  - a. Attending: Ben Lutkoski, Hillary Gatlin, Kimber Brumbaugh, Matt DeBellis, Robert Michaud, Theresa Wall
  - b. Not Attending:
- 3. Approve October 2025 Board Meeting Minutes**
  - a. Motion to Approve: Ben
  - b. Seconded: Theresa
- 4. Financial Report (Theresa and Ben)**
  - a. October 2025
    - i. Income: \$0.33
    - ii. Expenses: \$107.90
    - iii. Net: -\$107.57
    - iv. Balance: \$5,695.79
  - b. Balance: BillHighway October 2025
    - i. Income: \$35.00
    - ii. Expenses: \$2.52
    - iii. Net: \$32.48
    - iv. Balance: \$267.56
  - c. Check In on Status of Transition to BillHighway. Ben and Theresa will meet next week to see what's remaining to do. At least move savings to BillHighway. Canceled StarPay but not sure how long we'll be charged for this. Possibly up to six more months.
  - d. Using BillHighway should mean that PCI compliance won't be an issue going forward, but we are now compliant. Ben is checking with BillHighway though to confirm.
  - e. Ben has received our card, only \$10 on it for now and needs to be activated.
    - i. Suggested that Hillary should request a card too so Ben doesn't have the only one. She'll discuss the need with them before doing so.
- 5. Membership Report (Robert)**
  - a. Current Membership at 26 members.
    - i. No members expiring soon, no new/renewing members.
- 6. Public Relations Report (Hillary/Matthew)**

- a. 15 people registered (8 Triangle Chapter Members/ 7 Non-Members)
- 7. Programs Update (All)**
  - a. Programs:
    - i. Using Member Planet for Programs.
      - 1. Hillary cannot add administrators yet. Hillary will follow up on getting access to add administrators so she can add Ben and Matt.
      - 2. For now, send program info to Hillary so she can create events until new administrators are added.
    - ii. Come to our December Board meeting (Thursday, Dec 4 at **Noon**) with ideas for our Feb/April or May program topics.
  - b. Program Calendar:
    - i. November 6 – Program: Robert and Ben on Preparing for Certifications
    - ii. February 5 – Ideas?
    - iii. April/May--?
      - 1. Spring Seminar Mania: I have not heard anything about it being planned for this year.
- 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: NA**
- 11. Announcements: None**
- 12. Close Meeting: 11:29**

*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>Friday, October 31, 2025</b>	
<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$1,758.64
<i>Business Savings (FCB)</i>	\$3,917.40
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$5,695.79</u>
<b>TOTAL ASSETS</b>	<b>\$5,695.79</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>	-\$557.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$5,695.79</b>
<i>Cash Basis As of October 31, 2025</i>	
<b>ARMA Triangle Chapter</b>	
<b>PROFIT &amp; LOSS</b>	
<b>October 2025</b>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<i>Dividends</i>	\$0.33
<b>Total Income</b>	<b>\$0.33</b>
<b>Expenses</b>	
<i>StarChapter Payment Processing</i>	\$49.90
<i>StarChapter Platform</i>	\$58.00
<b>Total Expense</b>	<b>\$107.90</b>
<u>Net Ordinary Income</u>	<u>-\$107.57</u>
<b>Net Income</b>	<b>-\$107.57</b>
<i>Cash Basis October 2025</i>	

<b>ARMA Triangle Chapter Financial Report</b>	
<b>BALANCE SHEET</b>	
<b>Friday, October 31, 2025</b>	
<b>ASSETS</b>	
BillHighway	
<i>Cash - Operating</i>	\$267.56
<i>Retained Earnings</i>	\$100.00
Total Checking/Savings	<u>\$367.56</u>
<b>TOTAL ASSETS</b>	<b>\$367.56</b>
<i>Cash Basis As of October 31, 2025</i>	
<b>ARMA Triangle Chapter</b>	
<b>PROFIT &amp; LOSS</b>	
<b>October 2025</b>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<i>Meetings</i>	\$35.00
<b>Total Income</b>	<b>\$35.00</b>
<b>Expenses</b>	
<i>BillHighway Prcessing Fees</i>	\$0.72
<i>MemberPlanet Registration Fees</i>	\$1.80
<b>Total Expense</b>	<b>\$2.52</b>
Net Ordinary Income	<u>\$32.48</u>
<b>Net Income</b>	<b>\$32.48</b>
<i>Cash Basis October 2025</i>	