



Board Meeting Minutes
Thursday, January 8, 2026
11:00 am
Teleconference - Zoom

- 1. Call to Order/Welcome: 11:01**
- 2. Roll Call/Establish Quorum**
 - a. Attending: Hillary Gatlin, Kimber Brumbaugh, Matt DeBellis, Robert Michaud, Theresa Wall
 - b. Not Attending: Ben Lutkoski
- 3. Approve December 2025 Board Meeting Minutes**
 - a. Motion to Approve: Matt
 - b. Seconded: Theresa
- 4. Financial Report (Theresa and Ben)**
 - a. December 2025
 - i. Income: \$0.34
 - ii. Expenses: \$116.00
 - iii. Net: \$115.66
 - iv. Balance: \$5,530.55
 - b. BillHighway December 2025
 - i. Income: \$0.00
 - ii. Expenses: \$0.00
 - iii. Net: \$0.00
 - iv. Balance: \$271.77
 - c. Check In on Transition to BillHighway?
 - i. Did we test the new BillHighway card? We don't believe Ben was able to test the card. Will stay with the First Citizen card for now.
 - ii. Any other issues?
 - d. Question about what happens to the money in our account if we close the chapter? Will need to look into what the requirements are if it becomes necessary.
- 5. Membership Report (Robert)**
 - a. Current Membership at 25 members.
 - i. 0 members expiring soon, 0 new members
 - b. Questions have arisen from some members about joining the chapter and getting access to the StarChapter website.
 - i. We need better communication to members about the StarChapter website and what we are using it for.

1. Hillary will send out an email to chapter members explaining how we use the StarChapter website. Aiming to send the email out by the end of January. Suggest also putting this information on the website so it's available for those who join later and wouldn't have received the information.

6. Public Relations Report (Hillary/Matthew)

- a. N/A as no program this month

7. Programs Update (All)

- a. Programs:

- i. February 5

1. Cybersecurity— Robert has reached out to 2 people, one never responded, the other is willing but is having scheduling issues. Robert will give him another week to see if his workload will allow him to do this or if another month would be better.
 - a. Would need program finalized by January 15 so we can market program.
 - b. Send materials (bio, program title, program description) to Hillary
 - c. Might need to push this back to March though someone other than Hillary will need to run it most likely as she won't be available due to her schedule. Will look at Tuesdays & Thursdays in March

- ii. April/May-- Likely in May especially if we have the other session in March.

1. Spring Seminar Mania: I have not heard anything about it being planned for this year. We will assume that it's not happening this year.
2. Lisa and Becky are interested in presenting on inventory projects. I will follow up with them for the April/May presentation.

- b. Using Member Planet for Programs

- i. Hillary did not hear back from Heather re) Matt's access before holidays.
 1. Hillary will follow up again.
- 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 but has received no interest from members.
- iii. We will check in and evaluate the status of the chapter throughout the program year. Perhaps discuss more in February since we won't be having a program.

10. New Business:

a. Next Board Meeting will be February 5 at 11 am.

11. Announcements: NA

12. Close Meeting: 11:28

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Wednesday, December 31, 2025	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$1,592.74
<i>Business Savings (FCB)</i>	\$3,918.06
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$5,530.55</u>
TOTAL ASSETS	\$5,530.55
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,314.27
<i>Net Income</i>	<u>-\$722.62</u>
TOTAL LIABILITIES & EQUITY	\$5,530.55
<i>Cash Basis As of December 31, 2025</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
December 2025	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.34
Total Income	\$0.34
Expenses	
<i>StarChapter Platform</i>	\$116.00
Total Expense	\$116.00
<u>Net Ordinary Income</u>	<u>-\$115.66</u>
Net Income	-\$115.66
<i>Cash Basis December 2025</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Wednesday, December 31, 2025	
ASSETS	
BillHighway	
<i>Cash - Operating</i>	\$171.77
<i>Retained Earnings</i>	\$100.00
<u>Total Checking/Savings</u>	<u>\$271.77</u>
TOTAL ASSETS	\$271.77
<i>Cash Basis As of December 31, 2025</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
December 2025	
Ordinary Income/Expense	
Income	
Total Income	\$0.00
Expenses	
Total Expense	\$0.00
<u>Net Ordinary Income</u>	<u>\$0.00</u>
Net Income	\$0.00
<i>Cash Basis December 2025</i>	