



**Board Meeting Minutes**  
**Thursday, January 6, 2022**  
**11:00 a.m.**  
**Teleconference - GoToMeeting**

- 1. Call to Order/Welcome:** 11:02 am
- 2. Roll Call/Establish Quorum**
  - **Attending:** Lisa Coombes, Hillary Gatlin, Janet Dodson, Theresa Wall, Matt DeBellis, Chris Prince
  - **Not Attending:** Emily Singletary
- 3. Approve December Board Meeting Minutes as amended**
  - Motion to Approve: Theresa
  - Seconded: Janet
- 4. Financial Report (Theresa)**
  - December
    - Income: \$195.10
    - Expenses: \$315.69
    - Net: \$-120.59
    - Balance: \$7094.35
- 5. Membership Report (Chris)**
  - Current members at 36 members
    - 5 people did not renew. Lisa and Chris will reach out to them to verify.
  - New member: Dorsey Jones
- 6. Public Relations Report (Emily)-No update**
- 7. Programs Update (Janet)**
  - January: Erica Toelle: Applying Retention to SharePoint
    - 55/56 attendees
  - February: Policy Center/Smart Sort (Iron Mountain)
  - March: Rick Surber from Zasio on Litigation/Legal Hold
  - April: Mark MacFarlane: RIM Auditing
  - May: Wrap-Up and State of the Chapter
  - Back Up Plans
    - Options: Reschedule? Use ARMA Videos? Create panel of board members?
    - Going forward, if circumstances change, we will reschedule.

- Discuss back up presentations during summer planning meetings?
- CE Credits
  - Only formal requirements for Spring Seminar
  - Do not create for individual events
- Do we start charging?
  - Start charging again next year, probably a small fee, possibly donate to charity or education?
  - Charge \$5 for members.

8. **Hospitality Update (Emily/Lisa)**- No update

9. **Website (Matt)**

- Matt will add statement on back-ups to website.

10. **Old Business**

- Media Platforms: What do we have? Who can access what? We all need to be cross-trained.
  - Difficulty accessing Gmail.
    - Theresa will investigate authentication on Gmail account.
  - Janet will be back-up for GoToMeeting for Lisa.

11. **New Business:** None

12. **Announcements:**

Raffle will happen today. Lisa will select after meeting.

13. **Close Meeting:** 11:42 am

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

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Minutes approved

Date

**ARMA Triangle Chapter Financial Report**

**BALANCE SHEET**

**Friday, December 31, 2021**

<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$3,170.84
<i>Business Savings (FCB)</i>	\$3,903.76
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$7,094.35</u>

<b>TOTAL ASSETS</b>	<b>\$7,094.35</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$4,765.23
<i><u>Net Income</u></i>	<u>\$292.14</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$7,094.35</b>

*Cash Basis As of December 31, 2021*

**ARMA Triangle Chapter**

**PROFIT & LOSS**

**December 2021**

**Ordinary Income/Expense**

<b>Income</b>	
<b>Philanthropic Contributions</b>	
<i>Dividends</i>	\$0.10
<i>Interest</i>	\$0.00
<b>Meetings &amp; Seminars</b>	
<i>Meetings</i>	\$105.00
<b>Total Meetings &amp; Seminars</b>	<b>\$105.00</b>
<i>Grants</i>	
<i>Membership Dues and Assessments</i>	\$90.00
<b>Total Income</b>	<b>\$195.10</b>
<b>Expenses</b>	
<i>Haven House Services</i>	\$300.00
<b>Total Contributions</b>	<b>\$300.00</b>
<b>Email Blast</b>	<b>\$8.99</b>
<i>Stripe Transaction Fee</i>	\$6.70

<b>Total Miscellaneous</b>	<b>\$6.70</b>
<b>Total Expense</b>	<b>\$315.69</b>
<u>Net Ordinary Income</u>	<u>-\$120.59</u>
<b>Net Income</b>	<b>-\$120.59</b>

*Cash Basis December 2021*