



Board Meeting Minutes
Thursday, January 11, 2024
11:00 a.m.
Teleconference - GoToMeeting

1. **Call to Order/Welcome:** 11:04 am
2. **Roll Call/Establish Quorum**
 - a. Attending: Hillary Gatlin, Lisa Coombes, Robert Michaud, Ben Lutkoski, Betsy Ford
 - b. Not Attending: Theresa Wall, Kimber Brumbaugh, Matt DeBellis
3. **Approve December 2023 Board Meeting Minutes**
 - a. Motion to Approve: Lisa Coombes
 - b. Seconded: Ben Lutkoski
4. **Financial Report (Theresa)**
 - a. December 2023
 - i. Income: \$90.33
 - ii. Expenses: \$56.35
 - iii. Net: \$33.98
 - iv. Balance: \$6,377.98
5. **Membership Report (Robert)**
 - a. Current Membership at 32 members.
 - i. 1 Renewing/New Member
6. **Public Relations Report (Hillary/Matthew)**
 - a. 28 people registered for today's event (15 Chapter Members/13 Non-Members)
 - b. This month's event was added to the Big ARMA Calendar.
7. **Programs Update (Betsy)**
 - a. Programs:
 - i. February 8—Contract Lifecycle Management?
 - ii. March 7
 - iii. April 4
 - iv. May 2—Will be State of Chapter as well as discussion of StarChapter and how the platform is working for us.
 1. It was mentioned that we should look at Club Express as an alternative to StarChapter. It might be cheaper and would also provide a place to store documents. <https://clubexpress.com/>

- b. Spring Seminar Mania: if possible, use other chapter events for March meeting?
 - i. Lisa will reach out to Rick and will work with Betsy
 - ii. Will need to do better advertising this year, as many chapter members were unaware of Spring Seminar Mania options last year
- 8. **Website (Matt):** N/A
- 9. **Old Business:**
 - a. Location to Store Board Documentation (Ben):
 - i. Please review two options outlined by Ben at December meeting, and be prepared to discuss:
 - 1. Website connected to the ARMA website ([chapter central](#))
 - 2. Community group in [myARMA](#)
 - b. Advertising to Library Schools Update (Ben)
 - i. No update. Will reach out to advertise other meetings this spring.
- 10. **New Business:** N/A
- 11. **Announcements:** N/A
- 12. **Close Meeting:** 11:34 am

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report

BALANCE SHEET

Sunday, December 31, 2023

ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,448.00
<i>Business Savings (FCB)</i>	\$3,910.23
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,377.98</u>
TOTAL ASSETS	\$6,377.98
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44

<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<i>Net Income</i>	<u>\$227.37</u>
TOTAL LIABILITIES & EQUITY	\$6,377.98

Cash Basis As of December 31, 2023

ARMA Triangle Chapter

PROFIT & LOSS

December 2023

Ordinary Income/Expense

Income	
Philanthropic Contributions	
<i>Dividends</i>	\$0.33
<i>Interest</i>	
Meetings & Seminars	
<i>Meetings</i>	\$30.00
Total Meetings & Seminars	\$30.00
<i>Membership Dues and Assessments</i>	\$60.00
<i>Special Projects</i>	
Total Income	\$90.33
Expenses	
Miscellaneous	
<i>StarChapter Pay Transaction Fee</i>	\$12.35
<i>StarChapter</i>	\$44.00
Total Expense	\$56.35
Net Ordinary Income	<u>\$33.98</u>
Net Income	\$33.98

Cash Basis December 2023